

California Department of Forestry And Fire Protection

California Forest Improvement Program (CFIP)

USER'S GUIDE 2017 High Speed Rail Authority Reforestation Fund EDITION, Vol. 1



Edmund G. Brown Jr.,
Governor
State of California

John Laird
Secretary for Resources
Natural Resources Agency

Ken Pimlott, Director
California Department of
Forestry & Fire Protection

Produced by the Forestry Assistance Program Staff
Resource Management Section – CAL FIRE



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Note: All forms shown in the Guide are available electronically on the CFIP Website

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INTRODUCTION TO THE CALIFORNIA FOREST IMPROVEMENT PROGRAM

PURPOSE

The California Forest Improvement Program (CFIP) is a forestry incentive program that provides funds to forest landowners for management plans, RPF supervision, site preparation, tree planting, thinning, pruning, follow-up, release, land conservation, and improvement of fish and wildlife habitat. CFIP's purpose is to encourage private and public investments in forestlands and resources within the state to ensure adequate future high quality timber supplies, related employment and other economic benefits, and to protect, maintain, and enhance the forest resource for the benefit of present and future generations.

The High Speed Rail Authority is providing a funding opportunity for reforestation practices under the CFIP program. This User's Guide is intended to only provide guidelines for projects that are funded from this program. CFIP projects that include other eligible practices will have funding provided from other sources. Please see the 2017 CFIP User's Guide for details.

FUNDING

The High Speed Rail Authority (Authority) is providing funding for reforestation projects under this program. The Authority is responsible for the planning, design, construction and operation of the first high-speed rail system in the nation. The California High-Speed Rail System will connect the state with a rail that ultimately totals 800 miles, connecting the State from north to south. The Authority has granted funds to CAL FIRE for the purpose of assisting the Authority in meeting some of its environmental commitments to offset direct greenhouse gas emissions resulting from the construction of the rail project. Funds granted to CAL FIRE will be used for tree planting services implemented as cost sharing agreements with private non-industrial timberland owners through the CFIP program. Tree planting will provide climate benefits by reducing atmospheric greenhouse gas levels. The goal of the agreement is to provide initial greenhouse gas reductions of approximately 200,000 metric tons of CO₂.

CARBON ACCOUNTING

All projects must include calculated estimates of carbon benefits, tabulated as metric tons of CO₂ (MTCO₂e). Accounting for the total carbon dioxide equivalents sequestered as a result of the reforestation activities will be determined using The California Air Resources Board Greenhouse Gas Quantification Methodology for the Department of Forestry and Fire Protection Forest Health Program.

The following is a summary of the quantification methodology:

- Applicants will quantify their reforestation benefit by estimating Project carbon using the Carbon On Line Estimator (<http://www.ncasi2.org/COLE/>) as well as baseline carbon and site prep carbon loss using a series of lookup tables provided.
- The form of the overall benefit calculation is:
- "Net GHG Benefit = Δ in standing live and dead tree carbon stocks in the treatment boundary – carbon in shrubs and herbaceous understory removed from treatment boundary – mobile combustion emissions from site preparation"

- Applicants will determine the following values and plug them into the calculator tool:
 - Carbon at end of project life (50-80 yrs) with reforestation (Project), using COLE
 - Carbon at end of project life without reforestation (Baseline), using lookup table provided.
 - Area subject to site preparation.
 - Land cover type prior to project implementation
 - Level of brush cover prior to site preparation.

All projects are required to provide a quantification of carbon benefits when submitting the application package and at completion of their reforestation project activities.

1. Calculations of estimated carbon benefits shall be submitted with the application and included in the project description.
2. Calculations shall be updated or confirmed at the time the project submits invoices for cost share funding.

The complete quantification methodology can be found at this link

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

Please find the Greenhouse Gas Quantification Methodology for the Department of Forestry and Fire Protection Forest Health Program listed under the Natural Resources and Waste Diversion section, and under CAL FIRE.

Applicants are required to utilize all applicable aspects of this methodology. Please note there is an additional flat rate of \$300 for RPF Supervision costs for all projects under this funding source to help participants offset the cost of the required carbon calculations.

THIS USERS GUIDE

This User's Guide is designed to explain the program and application procedures for foresters, forestry consultants, and forestland owners. This User's Guide reflects only the applicable program guidelines for projects that seek funding for reforestation practices under CFIP. For projects that include other eligible practices, please see the full CFIP 2017 version of the User's Guide.

Contact your local CAL FIRE forester (refer to Table of Contents for Forest Advisor/Forestry Assistance Specialist list) Registered Professional Forester (RPF), or the Forest Stewardship Helpline at 1-800-738-TREE for assistance with the CFIP application process.

CAL FIRE Forester

For purposes of this guide, the terms CAL FIRE Forester, CAL FIRE Forestry Assistance Specialist (FAS) and Project Manager are used interchangeably.

THE PROGRAM

The CFIP can provide eligible landowners with technical and financial assistance for planning, reforestation and resource management investments that improve the quality and value of forestland. Under current State law, CFIP can help with rebuilding forest, soil, water, fish and

wildlife resources to meet our future needs for a healthy environment and productive forest and woodlands.

- ☐ CFIP may grant up to 90 percent of the cost of your reforestation project and for all Cooperative Forest Management Plans.
- ☐ The CFIP program is non-regulatory and participation is voluntary. In some cases, land use zoning may require a land use addendum with a 10-year requirement for maintenance of funded work.
- ☐ Landowners decide who to hire, and may do some of the work themselves.

ELIGIBLE LANDOWNERS

To be eligible for CFIP, landowners must own at least 20 acres of forestland but not more than 5,000 acres of forestland in California. Landowners that own less than 20 acres may qualify if they submit a joint application with neighboring landowners and the combined acreage is a minimum of 20 acres of forestland.

FORESTLAND DEFINED

"Forestland" means the land:

1. Can support 10 percent or more tree cover with trees native to California, including native oaks. Generally but not always this is Site V (Dunning) and better timberland.
2. Is zoned to allow forest resource management practices.

ELIGIBLE LAND

The intent of this law is to insure that investments in timber stand improvement funded by CFIP will yield future marketable forest products and/or improved natural resources. Land must be zoned for uses compatible with forest resource management. Land in Agricultural Preserve (Williamson Act) or Timberland Production Zone (TPZ) qualifies. Properties with conservation easements or zoned for residential and/or commercial development may be eligible, if the easements or zoning place no restriction on forest management practices. If land is not zoned for timber production, the owner must maintain funded practices for at least ten years. A notice to this effect will be filed with the County Recorder. If the land is sold this provision is binding on the new owner or the CFIP grant must be paid back with interest.

ELIGIBLE ACREAGE

1. Timber-related practices must cover five acres or more.

QUALIFYING PROJECTS

Projects proposed where timber has been harvested pursuant to the Z'berg-Nejedly Forest Practice Act of 1973 (Act) may qualify for CFIP financing if:

1. All conditions imposed by the Act have already been satisfied (i.e., logging is complete and the area has been restocked and certified by a Report of Satisfactory Stocking).
2. CFIP practices are not part of the minimal requirements of the Act and will not be used to meet those requirements.

Resource management work that is required subsequent to harvesting under the Act is not eligible for CFIP funding.

THE APPLICATION/CONTRACT PROCESS

1. Contact your local CAL FIRE forester to determine if your property and project are eligible for funding. The CAL FIRE forester can advise you of the availability of funds in your area. Generally CFIP application requests exceed the funds available and applications are prioritized, using ranking criteria specified in the CFIP regulations. Replanting forestland that has burned generally are the first to be funded (when funds are available for this activity), but most eligible projects can eventually be funded given adequate lead-time.
2. If applying for GHGR funding fill-out the pre-project-proposal form (Addendum D).
3. If you have been approved by CAL FIRE complete steps 4-7 below.
4. Fill out Application found herein.
5. Include a project description (see explanation in this User's Guide)
6. Include an accurate project map with a clear legend, legal description and north arrow.
7. CAL FIRE will provide a formal contract (called California Forest Improvement Program Agreement). By signing the contract, landowners agree to perform the project as proposed in return for CFIP financial assistance.

NOTE: Work on any practice where reimbursement is expected under a CFIP agreement, including designing a management plan, cannot be started until a fully executed and signed copy of the agreement is received from CAL FIRE.

BEGINNING THE PROJECT (after receiving a signed agreement)

1. Hire or contract with a Registered Professional Forester (RPF) or other resource professional as required.
2. Complete and submit to CAL FIRE the Environmental Checklist along with all requirements pertaining to the Checklist such as Native American notification, archaeological surveys, CAL FIRE Archaeologist consultation, and biological surveys completed prior to beginning on-the-ground work (an RPF is required for this step).
3. Complete and submit to CAL FIRE for approval the required ownership wide Forest Management Plan as specified in this User's Guide.
4. **Do not begin any on-ground practices until you have been notified by your CAL FIRE Forester (Project Manager) that all conditions in 2 and 3 above have been satisfied.**
5. Execute the project according to the terms of the contract. Any changes require official contract amendments. Project modifications could result in adverse environmental impacts and resulting liability problems.

COST-SHARE CAP RATES

Cost-share cap rates are established for Program consistency as well as to encourage landowners to develop cost-effective projects. Several practices have multiple allowable rates. Rates requested must be justified in the Project Description portion of the application.

CFIP allows participants to choose between hiring a contractor or doing the work themselves. Participants who choose to hire a contractor must use the **CFIP COST-SHARE CAP RATES for CONTRACTOR LABOR**.

Landowners who choose to complete the work themselves, including use of their own equipment, must use the cost-share cap rates and hourly rates outlined in the **COST-SHARE CAP RATES adjusted for SELF LABOR and CFIP Participant Self-Owned Equipment and Labor Rates**. When a landowner elects to perform the work themselves, they must track their hourly rates for their work only. These hourly rates must be recorded and provided to the Forestry Assistance Specialist when invoicing. If a landowner chooses to hire anyone to perform the work, they must use the cost-share cap rates established for contractor labor.

If the cost of a project practice exceeds the listed maximum cap rate, the landowner must pay the difference, regardless of the cost-share cap rate chosen.

CFIP participants are allowed to select some practices for self labor and pay contractors to perform other practices. Participants are not allowed to mix cost-share cap rates within a given practice.

For example: A landowner can perform pruning themselves and pay a contractor to plant trees. In this case, the landowner would use the self labor cap rate for pruning and the contractor rate for tree planting. A landowner cannot elect to prune some trees and plant some trees themselves, while paying a contractor to do the rest. If a contractor is used at all within a practice, the landowner must use the contractor rate and will only be allowed to submit the contractor's invoice for reimbursement.

Allowable costs for erosion control road repair will be evaluated for cost-effectiveness based on rates allowed in the Environmental Quality Incentives Program (EQIP) of the Natural Conservation Resources Service.

PAYMENT RECORDS AND INVOICE

This is a reimbursement program. In order to receive reimbursement, documents must show that expenses to be reimbursed have been paid out. All projects are required to provide a quantification of carbon benefits at the completion of their reforestation project activities. Calculations must be included at the time the project submits invoices.

Keep records of all cash expenses, as well as contributions in personal labor and materials. When the project is complete, submit the CFIP Invoice form and copies of all your expense records to the CAL FIRE Forester. For larger projects, interim invoices can be submitted when at least 5 acres of a practice/project have been completed. The State will reimburse by check. Payment generally takes two months from receipt of the invoice in Sacramento.

APPEALS

If a project is not approved by the CAL FIRE Forester, landowners may ask the Director of the Department of Forestry and Fire Protection to reconsider the decision. To make an appeal write the Director at the address below within 10 days of being notified that the application was rejected and state the reasons why a review is in order.

Director, CFIP Appeal
California Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460

A review will be conducted, and the landowner will be notified of the decision within 30 calendar days of receipt of the appeal.

REFERENCES

CFIP was created by the California Forest Improvement Act of 1978 under Sections 4790-4799.05 of the Public Resources Code (PRC). CAL FIRE has adopted official State guidelines for implementing the act under Articles 1-8, Chapter 9.5, Division 1.5, Title 14 of the California Code of Regulations (eff. 8/79). When there is a question about the program, the ultimate reference should be either from one of these two legal documents or from the California Forest Improvement Program (CFIP) Program Manager in Sacramento HQ at (916) 653-8286.

ELIGIBLE PRACTICES AND RATES

CFIP PRACTICES ELIGIBLE FOR COST-SHARING

The following describes the eligible practices for cost share funding under the CFIP High Speed Rail Authority Funding opportunity. Projects under this funding source are limited to reforestation activities only. Projects seeking other types of practices are allowable under the CFIP program as funding becomes available. Please see the CFIP User's Guide 2017 Edition for details.

Projects must include a Project Description that explains the practices for which funding is requested and must be attached to the CFIP Application. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP project will be accomplished. The CFIP applicant should propose work that can be completed within the contract period. Applicants with large properties or projects may need to enter into sequential contracts to complete work in phases.

ELIGIBLE PRACTICES

- Management Plan –(RPFs developing plans for their own properties-see Item #4, page 46).
- ☐ RPF Supervision
- ☐ Site preparation
- ☐ Trees and planting
- ☐ Tree shelters
- ☐ Follow-up/slash disposal
- ☐ Land Conservation-Includes erosion control and road rehabilitation *only if project activities are related to reforestation work.*

A description of each practice follows, along with information about which cost share rate applies. Please see the schedule of cost share rates and cap amounts for details of each practice.

MANAGEMENT PLAN

A long-term forest Management Plan must be prepared for applicant's total ownership including all non-forest acres. The intent of this requirement is to help the landowner develop personal land management objectives and feasible projects, based on a professional analysis of the property's potential and available opportunities. CFIP can fund preparation of a new plan, as well as revision of an existing plan, such as a Stewardship Incentives Program (SIP) or Non-industrial Timber Management Plan (NTMP).

The Management Plan must be prepared by a Registered Professional Forester (RPF). RPF's are licensed professionals who are familiar with all aspects of forest management, and have a working knowledge of applicable State and local regulations. (CAL FIRE foresters can provide a list of RPF consultants.)

The Management Plan shall include the objectives of the landowner and should be a flexible instrument that can be amended by the participant as landowner desires or other conditions change.

Management Plans shall be written using the California Cooperative Forest Management Plan Template.

The Management Plan shall be based primarily on the participant's objectives. The plan shall provide sufficient historical and resource baseline data to formulate alternatives for forest improvement. It must compare alternatives and provide a recommended course of action to optimize forest health.

Various alternatives shall be proposed involving analysis of factors such as economics, watershed improvement, wildlife habitat, fire suppression, natural and man-made impacts to the property and surrounding ownerships, and other concerns.

Each CFIP plan will be unique. Plans for large acreage ownerships are expected to contain more information than small ownerships because of greater diversity in soil types, vegetation, wildlife habitat and participant objectives.

See the relevant section of this User's Guide for additional information on preparing a Management Plan.

SUPERVISION

Supervision of your project by an RPF is another activity eligible for CFIP funding. Landowners who are new to forestry work or the CFIP program are particularly encouraged to take advantage of the opportunity to work with an experienced professional to ensure that their project is implemented efficiently and cost effectively.

The higher RPF Supervision rate applies to the first 20 acres of work. Work on the remaining acres is eligible for the lower rate. Please note there is an additional flat rate of \$300 allowable for all projects under this funding source to help participants offset the cost of the carbon calculations.

RPF SUPERVISION

RPF supervision is the on-the-ground over-sight and direction an RPF provides the sub-contractor who is doing a particular practice.

SITE SUPERVISION

Site Supervision is the on-the-ground oversight and direction provided by an RPF's designee in absence of the RPF when such supervision is approved by the Project Manager/CAL FIRE Forester. Site supervision should be explained and justified in the Project Description.

NOTE TO RPFs: RPFs are not eligible for reimbursement for supervising work performed on their own property. However, if another RPF is hired to do the work of supervision then reimbursement for that cost (not to exceed actual cost or cap rate) may be allowable.

Applicants should discuss the proposed project specifics with their CAL FIRE Forester to calculate the total RPF supervision needs for their project.

SITE PREPARATION

Site preparation is the removal of vegetation competing or potentially competing with planted trees. The distinction must be made that site preparation is used when trees are to be planted, either manually or naturally, after clearing activities. Methods include using heavy machinery such as bulldozers, cutting and removing vegetation with chainsaws, scalping the soil with hand tools, using prescribed fire to burn the site, and/or chemical treatments of the competing vegetation prior to planting. The low rate applies to level areas with light vegetation, such as scalping off grass in forest openings. The higher rates are appropriate for sites where site preparation will be more labor intensive, such as those with heavier or taller vegetation, or on steeper slopes.

TREES AND PLANTING

The purchase of tree seedlings or seeds, the costs of transporting and storage of seedlings, and the planting costs are all eligible. Acreage for tree planting, and associated site preparation, tree shelters, and follow-up work, is calculated on the basis of the average spacing; minimum requirements include up to 300 trees per acre on Site III and better, 200 trees per acre on Site IV or V. Practice rates may be adjusted in consultation with the Forestry Assistance Specialist. The low rate is appropriate for areas with moderate slopes and good access. The “moderate” rate may be suitable where planting sites are remote, on steep slopes or rough terrain. The “difficult” rate may be suitable when planting large stock (e.g. 2-0 seedlings or larger container seedlings) and/or inter-planting.

TREE SHELTERS

The cost of VEXAR® or other tree shelters needed to protect seedlings from browse damage is eligible for funding.

FOLLOW-UP/SLASH DISPOSAL

Follow-up is work necessary to promote the survival of seed or seedlings or for protection to or enhancement of other completed practices (e.g. fuels reduction). Follow-up must be undertaken within 36 months of completion of the original practice. Follow-up covers three types of project categories:

1. The first pertains to any work performed within 36 months of a planting project to promote the survival of the seedlings. In most cases, insect, disease, rodent, weed, or brush control work will qualify for funding. Application of fertilizer or shade cards also falls in this category.
2. The second category is Follow-up work undertaken as a continuation of a prior planting project or to maintain the growing space for trees planted previously. This category typically includes work, such as controlling re-growth from release practices or herbicide treatments to maintain reforestation projects that occur within five years of the original project. Projects are encouraged to include follow up practices to ensure the success of reforestation work.
3. The third category is slash disposal. This category can include mastication, chipping, or piling and burning of slash generated from Site Preparation and Release treatments.

4. Lopping and scattering of slash to a height less than 30 inches from the ground is the minimum requirement for slash disposal on CFIP projects. The cost of lopping and scattering slash are covered by the cap rates allowed for the CFIP practice that generated the slash **and are not eligible for Follow-up funding.**

On the Rate Sheets (see page 12 and 13) low rates apply to easier projects on level ground, or inexpensive practices such as re-scalping and chemical treatments. Higher rates apply to more difficult projects on steeper slopes, and to more labor-intensive and/or expensive practices, such as chipping or use of a masticator.

FORESTLAND CONSERVATION PRACTICES

Forestland conservation practices include road related erosion control projects that are needed for supporting the reforestation project under this funding opportunity. Projects may only utilize this category of practices if work is mandatory for access to a reforestation project site.

A line-item budget must be submitted to document anticipated costs of land conservation practices. The CFIP program does not establish cap rates for conservation practices, but uses the rates of the Environmental Quality Incentives Program (EQIP) as a guide.

Examples of eligible practices include:

- ☐ Forest road repair and upgrading
- ☐ Improvement of drainage facilities to reduce soil erosion and sedimentation of streams
- ☐ Replacement or repair of failed or undersized culverts.
- ☐ Correction of road drainage problems, including rocking, out sloping, berm removal, waterbar installation, and ditch repair.

PRACTICES NOT ELIGIBLE FOR CFIP COST-SHARING PROGRAMS

- ☐ Work required for compliance with the Forest Practice Act and Rules.
- ☐ Construction of new roads or bridges.
- ☐ Fencing to protect stands from livestock.
- ☐ Planting of Christmas trees and greenery.
- ☐ Costs of land, water, irrigation, or purchase of tools or equipment.
- ☐ Projects designed solely for the production of fuelwood.

2017 CFIP COST-SHARE CAP RATES for CONTRACTOR LABOR

PRACTICE	CFIP CAP RATE	90% COST-SHARE¹	
Management Plan High (New)	\$5000 + \$3.00/acre 1 st 160 acres \$2.50/acre each additional acre to 1000	\$4500 + \$2.70/acre 1 st 160 acres \$2.25/acre each additional acre to 1000	
Management Plan Revised/Low (Mini)	\$1750 + \$1.40/acre	\$1575 + \$1.26/acre	
RPF Supervision	\$300 + \$150/acre 1st 20 acres \$75/acre each additional acre	\$270 + \$135/acre 1 st 20 acres \$67.50/acre each additional acre	
Site Prep			
Light	\$350/acre	\$315/acre	
Moderate	\$500/acre	\$450/acre	
Heavy	\$800/acre	\$720/acre	
Trees & Planting			
Average	\$225/acre	\$202.5/acre	
Moderate	\$350/acre	\$315/acre	
Difficult	\$550/acre	\$495/acre	
Tree Shelters	\$350/acre	\$315/acre	
Follow-up/Slash Disposal			
Light	\$250/acre	\$225/acre	
Moderate	\$550/acre	\$495/acre	
Heavy	\$900/acre	\$810/acre	
Forestland Conservation Projects		Cost based on problem. Use EQIP rates as a guide	

¹ The 90% rate will cover all projects on substantially damaged timberland by wildfire, insects, diseases, wind, floods, landslides or earthquakes.

² Disposal of slash must meet minimum Fire Hazard Reduction Standards per Forest Practices Act.

2016-2017 CFIP COST-SHARE CAP RATES for SELF LABOR

PRACTICE	CFIP CAP RATE	90% COST-SHARE¹	
Management Plan	\$5000 +	\$4500 +	
High (New)	\$3.00/acre 1 st 160 acres \$2.50/acre each additional acre to 1000	\$2.70/acre 1 st 160 acres \$2.25/acre each additional acre to 1000	
Management Plan Revised/Low (Mini)	\$1750 + \$1.40/acre	\$1575 + \$1.26/acre	
RPF Supervision	\$300 +	\$270 +	
	\$150/acre 1st 20 acres \$75/acre each additional acre	\$135/acre 1 st 20 acres \$67.50/acre each additional acre	
Site Prep			
Light	\$298/acre	\$269/acre	
Moderate	\$425/acre	\$383/acre	
Heavy	\$680/acre	\$612/acre	
Trees & Planting			
Average	\$192/acre	\$173/acre	
Moderate	\$298/acre	\$269/acre	
Difficult	\$468/acre	\$421/acre	
Tree Shelters	\$298/acre	\$269/acre	
Follow-up/Slash Disposal			
Light	\$213/acre	\$192/acre	
Moderate	\$468/acre	\$421/acre	
Heavy	\$765/acre	\$689/acre	

¹ The 90% rate will cover all projects on substantially damaged timberland by wildfire, insects, diseases, wind, floods, landslides or earthquakes.

² Disposal of slash must meet minimum Fire Hazard Reduction Standards per Forest Practices Act.

CFIP Participant Self-Owned Equipment and Labor Rates	
Equipment	Hourly
Small agriculture tractor with horsepower less than 50 HP	\$ 8.00
Medium agriculture tractor horsepower range of 50 to 90 HP	\$ 21.00
Backhoe	\$47.00
Dozer with horsepower range of 60 to 90 (example: D3, D4)	\$55.00
Dozer with horsepower range of 125 to 160 (example: D5, D6)	\$103.00
Dozer with horsepower range of 160 to 250 (example: D7, D8)	\$161.00
Excavator with bucket capacity range of 0.3 to 0.8 CY	\$52.00
Excavator with bucket capacity range of 0.8 to 1.5 CY	\$94.00
Excavator with bucket capacity range of 1.5 to 2.5 CY.	\$136.00
Skidsteer loader with horsepower range of 60 to 90	\$37.00
Front End Loader	\$44.00
Track loader	\$73.00
Feller Buncher	\$136.00
Log Skidder	\$106.00
Dump truck 8 CY	\$48.00
Dump truck 12 CY	\$80.00
Dump Truck 18 CY	\$101.00
Chipper, 6" capacity, typically 35 HP.	\$18.00
Chipper, 12" capacity, typically 130 HP.	\$45.00
Chipper, 15" capacity, typically 165 HP.	\$54.00
Masticator, mulcher, flail shredder, hydro axe, brush cutter, etc.	\$72.00
Chainsaw, gasoline powered pole chainsaw, or weedwhacker	\$5.00
Labor	Hourly
General Labor	\$21.00
<p>* Rates are based on NRCS EQIP rates for California and take into account expected reduced overhead cost to the applicant. These rates may not be exceeded for landowner owned equipment and includes fuel and maintenance but not labor. Labor for an employee, contractor, or day laborer shall be the actual wage paid and shall be verified by a signed invoice or duplicate check. The equipment and labor rates do not apply to contractors or rented equipment where actual receipts are required. Additional equipment or supplies shall be approved through the local FAS.</p>	

CFIP APPLICATION

INSTRUCTIONS FOR PREPARING THE CFIP APPLICATION

The CFIP application will include an Application Form, a Project Summary, and a brief Project Description and a map of the proposed project. The Application is a questionnaire asking information necessary to determine eligibility and cost-share rates. The Project Summary, Project Description and map show what is proposed, how much funding is requested, and where the project is located. **The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.**

CFIP applications may be submitted at any time. If funds for your project aren't available, the application will be kept on file by the local CAL FIRE Forestry Assistance Specialist. When funding is available you will be notified to prepare and send in any additional paperwork needed to complete the (Contract) Agreement Package.

FIELD INSPECTION

After the CAL FIRE forester receives your application, he or she will meet with you and your RPF to look at your project and get an overview of your property. Any needed modifications to your project and/or revisions to the application package will be discussed at this time. Once the project is approved and funding is available, you will be notified to prepare an Agreement package, see page 23 The Agreement package is forwarded to CAL FIRE Headquarters in Sacramento for final approval and processing.

COST-EFFECTIVE PROJECTS HAVE PRIORITY

CFIP has been designed to enhance forest resources, such as timber, water, soil, recreation, fish and wildlife on privately owned timberlands in California. It is critical that we select the most cost-effective projects. Funding requests often exceed the available funding.

Because federal cost share funds are limited, a landowner may wish to combine available federal and state assistance to fund different projects on the same parcel of land. To find out more about federal programs, contact your local CAL FIRE forester or the Natural Resource Conservation Service.

CALIFORNIA FOREST IMPROVEMENT PROGRAM APPLICATION

CFIP Project Number: _____

1. Enter the name(s) of **all** landowners **as they appear on the deed**. (Use attachment if necessary).

Name: _____	Contact Info: _____		
		Phone	E-mail
Address: _____			
Street or P.O. Box	City	State	Zip
Name: _____	Contact Info: _____		
		Phone	E-mail
Address: _____			
Street or P.O. Box	City	State	Zip
Name: _____	Contact Info: _____		
		Phone	E-mail
Address: _____			
Street or P.O. Box	City	State	Zip

2. Responsible person to be contacted:

Name: _____	Contact Info: _____		
		Phone	E-mail
Address: _____			
Street or P.O. Box	City	State	Zip

3. (a) Does the landowner own 5,000 acres or less of forestland in California? ☐ Yes ☐ No
- (b) 20 acres or more of forestland? ☐ Yes ☐ No
- (c) Is the total area proposed for each ground practice 5 acres or more? ☐ Yes ☐ No ☐ N/A (Wildlife/Conservation)
- (d) Proposed Project Acres under the Management Plan: _____ Total ownership size: _____
- (e) Project area timber site productivity is: ☐ I ☐ II ☐ III ☐ IV ☐ V
- (f) Has the project area been damaged by natural causes within the last 10 years that meets the definition CA Forest Practice Rules and Regulation Section 895.1 *Substantially Damaged*?? ☐ Yes ☐ No

4. (a) How is the project area zoned? Check one of the following and answer pertinent questions:

☐ TPZ ☐ Agriculture Preserve ☐ Other: _____

- (b) Is there a Conservation Easement, CC&R's, or a petition for rezoning from TPZ to other uses, existing, underway, or contemplated, which would restrict resource management activities for the period of time during which the grant is administered (10 years)?

☐ Yes ☐ No

If yes, explain: _____

- (c) List all land uses permitted under this zoning. Indicate existing land uses on Management Plan Map.

List specific use(s): _____

- (d) Will the landowner agree not to put CFIP land to any use incompatible with forest resource management for 10 years?

☐ Yes ☐ No

CFIP APPLICATION

(this form available electronically)

5. Has any of the land proposed for CFIP funds been harvested subject to the 1973 Z'Berg-Nedely Forest Practice Act?
☐ Yes ☐ No If yes, please list THP, NTMP, SYP Number: _____
6. Is there a previously prepared Forest or Land Management Plan for the area proposed for CFIP project? ☐ Yes ☐ No
 Should the plan be revised? ☐ Yes ☐ No
 If yes, list the CFIP Project Number: _____
7. Are you an employee of the State of California? ☐ Yes ☐ No
 Were you an employee of the State of California within the past 12 months? ☐ Yes ☐ No
8. Does your current employment or former employment within the last 12 months with the State of California in any way relate to or affect the awarding of California Forest Improvement Program (CFIP) grants or authorization of cost-share payments for work accomplished under a CFIP grant? ☐ Yes ☐ No

Please complete the **Application Project Summary**.

I certify that the above and attached is true and correct to the best of my knowledge.

Executed on _____ at _____

Applicant's Signature

NOTE

Other Application Requirements:

- **Complete the Application Project Summary** (see page 3).
- **The funding rate** requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.
- **Provide maps** (scale 15 min. /7.5 min.; USGS topographic maps are best) indicating areas to be treated.
- **Provide a detailed project description** which includes an explanation and justification for the cost-share rate requested.

CFIP PROJECT DESCRIPTION, SCHEDULE AND SUMMARY

INSTRUCTIONS FOR PREPARING THE CFIP PROJECT DESCRIPTION

A CFIP Project Description explains the forest improvement, fuels management, or conservation activity for which funding is requested. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP Project will be accomplished. **The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.**

The CFIP applicant will propose work that can be completed within the contract period. Applicants with large properties or projects may enter into sequential contracts to complete additional work.

Due to contractual requirements, the following components are considered necessary for all project descriptions for CFIP.

1. Name and address of landowner. Name of Project Description author.
2. Legal description of site(s) including section, township, range, baseline and meridian, and county, the longitude and latitude and the CALWATER 2.2 watershed identifier must be included in the project description. For the watershed identifier go to:
http://egis.fire.ca.gov/watershed_mapper/ and follow the directions.
3. Specific description to be carried out under CFIP. Each of the principal headings denoted below should have a separate statement addressing specific methods to be utilized and mitigation measures to be employed in accordance with CFIP Regulations and Environmental Checklist. ALL DESCRIPTIONS FOR PRACTICES WITH MULTIPLE (HIGH, MEDIUM, LOW) RATES MUST INCLUDE A JUSTIFICATION FOR THE RATE REQUESTED. Address CFIP Practices as follows:
 - A. Site Preparation
 - I. Method, target, procedures and standards. Also include clearance distances, degree of vegetation treatment/removal, equipment, erosion control, hazard reduction, locations, restrictions, and timing.
 - II. Additional treatments such as disking/ripping along contours, broadcast burning, burning of piles/windrows.
 - III. Mitigation measures.
 - B. Planting:
 - I. Approximate spacing, method of planting, number of trees per acre, planting standards, seed zone(s), species, and timing.
 - II. Mitigation measures.
 - C. Tree Shelters:
 - I. Type, method of installation
 - D. Follow-up:
 - I. Type, purpose, method, standards, and timing.
 - II. Mitigation measures.
 - E. Land Conservation – Erosion Control or Habitat Improvement Project:
 - I. What improvements are intended and how they will be physically accomplished.
 - II. Each element of work must be broken down with an estimated cost based on the rates allowed under EQIP.
 - F. Supervision by a Registered Professional Forester (RPF):
 - I. Specific responsibilities that the RPF will administer (by practice) in order to insure quality end products are documented in the CFIP RPF Checklist RM-7.

4. Map - each practice must be keyed to a map which is considered part of the project description. Map must reference range, township, and section #s (or other identifying method, such as assessor parcel number, if the area has not been surveyed). Colored maps will not copy.
 - A. Topographic map scale will be at least 4 inches = 1 mile.
 - B. Attach a copy of largest scale USGS map available with project area outlined.
5. Necessary Field Work:
 - A. Layout project in the field with flagging or marked by readily identifiable existing physical feature, such as roads.
 - B. Estimate the approximate net acreage of each practice and explain how the acreage was determined.
6. Pest Control Recommendation – If chemicals are going to be used for site preparation, follow-up or release or any other activity proposed in the application, include a statement that a CAL FIRE approved form (RM 30, page 40) completed by a licensed Pest Control Advisor will be submitted to the appropriate CAL FIRE Unit prior to commencement of any chemical application(s).
7. Calculations of GHG benefits- Applications must include an estimate of carbon benefits for the proposed project following the quantification methodology outlined in Addendum D of this document. Applicants are required to follow procedures for Reforestation projects only. A calculation of

STATE OF CALIFORNIA					DEPARTMENT OF FORESTRY					
CFIP APPLICATION					AND FIRE PROTECTION					
RM-6 Rev. 12/09/13					Page 3 of 3					

CFIP APPLICATION/PROJECT SUMMARY

Name(s):		CFIP#:	
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SUMMARY OF PRACTICES TO BE PERFORMED

PRACTICE	Land Conserv ation Practice	Rating	ACREAGE OR OTHER UNIT	COST/AC OR OTHER UNIT** ROUNDED UP	TOTAL ESTIMATED PROJECT COST	90% COST SHARE (SEE COLUMN 'K')	75% COST SHARE	Value if different than formula	Enter "Yes" if 90% cost share
Management Plan/addendum	<input type="checkbox"/>			NA	\$ - 0		\$ -	\$0	
Mini- Mgt Plan	<input type="checkbox"/>		0	NA	\$ - 0		\$ -	\$0	
RPF		First 20 ac.	0	\$150	\$ -				
Supervision		Remainder	0	\$75	\$ -				
	<input type="checkbox"/>	Total	0	\$0	\$ - 0		\$ -	\$0	
Site Prep		Low	0	\$0					
	<input type="checkbox"/>	Medium							
		High	0		\$ - 0		\$ -		
Trees & Planting	<input type="checkbox"/>	Average	0	\$0					
		Moderate			\$ - 0		\$ -		
		Difficult			\$ - 0		\$ -		
Tree Shelters	<input type="checkbox"/>		0	\$0	\$ - 0		\$ -		
Pre-commercial thinning		Low	0	\$0					
	<input type="checkbox"/>	Medium	0	\$0	\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Pruning		50 TPA	0	\$0					
	<input type="checkbox"/>	100 TPA			\$ - 0		\$ -		
		150 TPA			\$ - 0		\$ -		
Follow up - slash disposal		Low	0	\$0					
	<input type="checkbox"/>	Medium			\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Follow up Herbicide		Low	0	\$0					
	<input type="checkbox"/>	Medium	0	\$0	\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Follow up Other		Low	0	\$0					
	<input type="checkbox"/>	Medium			\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Release Mechanical		Low	0	\$0					
	<input type="checkbox"/>	Medium			\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Release Herbicide		Low	0	\$0					
	<input type="checkbox"/>	Medium	0	\$0	\$ - 0		\$ -		
		High			\$ - 0		\$ -		
Release Other		Low	0	\$0					
	<input type="checkbox"/>	Medium		\$0	\$ - 0		\$ -		
		High		\$0	\$ - 0		\$ -		
Land Conservation Wildlife/ Fisheries Projects	<input type="checkbox"/>		0	\$0	\$ - 0		\$ -		
Other	<input type="checkbox"/>		0	\$0	\$ - 0		\$ -		
					\$ -		\$ -		
					\$ -	Box "A"	Box "B"		

* Enter net acres work for partial practices (minimum of 5 acres of an individual practice except for land conservation and habitat improvement). ^RPF supe acreages are explained in the project description.

** Enter 100% contract cost/acre or other unit (not to exceed maximum allowable rate).

MAXIMUM REIMBURSEMENT: \$ - (Enter "Box A" + "Box B" rounded off to whole dollars)

Location of the proposed project listed above, use additional sheets as necessary.

For recording purposes at your local county recorder's office:

Sub-section	Sec	Town- ship	Range	County	Assessor's Parcel #	TPZ
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

2017 High Speed Rail Authority Reforestation Fund User's Guide

For non-TPZ zoned lands described above a part of that real property more fully described in that certain deed from (See attached page)

dated
and recorded with the recorder of County, Page

CFIP AGREEMENT PACKAGE

CFIP PAPERWORK TRACKING
(For CAL FIRE Forestry Assistance Specialist use only)

LANDOWER: _____

CONTRACT: _____

	Date Submitted:	Date completed or approved	FAS Signature of Approval
<input type="checkbox"/> PROJECT SUMMARY			
<input type="checkbox"/> PROJECT DESCRIPTION with RATE JUSTIFICATION			
<input type="checkbox"/> MAPS			
<input type="checkbox"/> CFIP AGREEMENT (4 ORIGINALS)			
<input type="checkbox"/> VENDOR DATA RECORD			
AGREEMENT SENT TO SACRAMENTO			
MANAGEMENT PLAN ACCEPTED			
LAND USE ADDENDUM COMPELTED			
RPF CHECKLIST INCLUDED IN FILE			
PEST CONTROL RECOMMENDATIONS			
ENVIRONMENTAL CHECKLIST			
<input type="checkbox"/> WATER QUALITY			
<input type="checkbox"/> WILDLIFE			
<input type="checkbox"/> RARE and ENDANGERED SPECIES			
<input type="checkbox"/> ARCHAEOLOGICAL RECORDS CHECK (if not exempt)			
<input type="checkbox"/> FOREST INSECTS and DISEASE			
<input type="checkbox"/> FIRE PROTECTION			
<input type="checkbox"/> CARBON CYCLE (considered in OTHER)			
ENVIRONMENTAL CHECKLIST APPROVED			

INSTRUCTIONS FOR PREPARING THE AGREEMENT PACKAGE

A complete Agreement Package must contain the following:

- **FOUR (4) CFIP Agreement (with original signatures)**

Attached to each of the four Agreements will be:

- **A CFIP Application** (may be a copy)
- **A Final Project Summary**
- **A Final Project Description**
- **A Project and Location Maps**

Additionally we need **ONE (1) Payee Data Record** (Not attached to above)

CFIP APPLICATION (items 1-6) and Project Summary

1. Enter **landowner name(s)** as it appears on the property deed. Use the same name(s) on the CFIP Agreement, Application and the Vendor Data Record. List all legal owners of the property and follow with mailing address(es) and telephone number(s). If there is more than one applicant, briefly explain the legal relationship among the owners; e.g. tenants in common, joint tenants, etc. Use additional sheet if necessary. (Note: Legal owner may be name of Limited Liability Corporation, trust, partnership, etc.)

All individuals listed on the deed (including husband and wife) must sign as participants or provide a Power of Attorney to the landowner who does sign. Therefore, if both spouse's name appears on the deed, both signature must appear on page one of the "Agreement" and "Application."

A. For multiple landowner applicants, the following information is also needed:

Trusts:

Applicants that hold title to their property in a Trust will need to supply a copy of that portion of the trust document that lists all the trustees, or of the Quit Claim transferring title to the Trust. Trustees not signing the CFIP Application must provide a power of attorney or a notarized letter to CAL FIRE authorizing the person that is signing the CFIP paperwork and/or receiving payments for the Trust to act on their behalf.

IMPORTANT: When the applicant is a Trust, the **Payee Data Record (STD 204)** needs to include the Federal ID number of the Trust. If the trust does not have a Federal ID number then a Social Security number needs to be used. On the Payee/Vendor Data Record check the Individual Sole Proprietor Section and specify which landowner's Social Security number is used. The payment will be recorded against that Social Security number.

If the landowner is a trust and they:

- **DO have an FEIN, mark the TRUST box and insert their FEIN**
- **DO NOT have an FEIN number, mark the INDIVIDUAL OR SOLE PROPRIETOR box and insert their Social Security Number.**

Legal Partnerships, Corporations and Limited Liability Corporations:

Applicants need to supply either a copy of the portion of the Articles of Incorporation that lists all the partners, or officers; or a copy of the Quit Claim transferring title to the entity in question; or minutes of a board meeting and accompanying resolution authorizing the signer as a responsible party or officer with the authority to enter into business agreements or contracts on behalf of the Corporation.

Informal Partnerships:

CFIP applications showing the ownership held as a partnership will require the signatures of all the partners. In lieu of all partners signing the application, a power of attorney (POA) from those partners not signing the application to the partner who does sign the application must also be submitted with the CFIP package. This power of attorney can be general in type or specific to participation in CFIP. The POA must be notarized.

Agencies, Associations or Non-profit Organizations run by Boards of Directors:

CFIP applicants of this type must supply documentation from the board of directors or governing body that the person signing the application is an officer or representative of the association or group. A resolution or letter from the board is needed to verify authority to act on behalf of the association or group. CAL FIRE must verify both issues when processing applications from associations or groups.

B. Cost Share Apportionment: Multiple Owners-Multiple Grantees- **We advise close consultation with the FAS and SAC Headquarters.**

There may be instances when separate landowners need to go together under one CFIP Application with each landowner paying for their own costs for their properties. In such cases the application must include an overall Project Summary showing the total costs for all participants with a Project Description that describes each portion of the total contract cost share payments to be made to each owner, a separate Agreement for each landowner/grantee, separate project summary for each grantee and separate Payee Data Record for each grantee. This will facilitate the delivery of cost share payments to the correct parties. Each Grantee needs to provide a Payee/Vendor Data Record (STD 204).

2. **Responsible Person**-Absentee landowners and joint ownership should designate one representative to communicate with the CAL FIRE forester.
3. **Acreage**-Forestland is defined to be land which is capable of supporting 10 percent or more tree cover with trees native to California, including native oaks (generally Site V (Dunning) or better) and is not zoned for uses which conflict with forest resource management. CFIP cost-sharing is available to forest landowners owning between 20 and 5,000 acres of forestland in California. The system for determining site productivity is Dunning except when explained and justified by an RPF and attached to the application.
4. **Zoning**-"TPZ" means Timberland Production Zone. Please indicate the zoning of each parcel listed in the Table on the Project Summary. If zoning varies, indicate if forest management is one of the uses permitted in any non-TPZ zones. Owners of Non-TPZ forestland proposed for a project must agree not to develop CFIP land for uses which conflict with forest resources management for at least 10 years. This agreement (Land Use Addendum) will be recorded with the county. Owners can be released from the agreement if they refund with interest any CFIP payment received.
5. Work required by the Z'berg-Nejedly Forest Practice Act is not eligible for CFIP cost-sharing. If the land is later damaged by fire, disease or other natural causes, restocking work is eligible for CFIP cost-sharing.
6. **Existing Plan**-If there is a Non-industrial Management Plan, CFIP Management Plan or another type of a Management Plan that will satisfy the requirements be sure to include the number of the plan or the State Contract number for a plan done under a past CFIP project.

Application Project Summary

On the Application Project Summary fill in the name(s) and desired practice information. Practices, acreage and rates must be consistent with the Project Description. Use the table at the bottom of the Summary to show the location of parcel(s) proposed for the project. **Project and Property Location maps, as well as a Project Description must be attached (see instructions on pages 19-20).**

Note: the name on the Project Summary can be amended for brevity and identification; e.g. Brown for Joseph and Susanne Brown, or a location designator for a summary of multiple landowners; e.g. Ponderosa Way Homeowners, although if there were separate project summaries for each of the landowners their name would appear on each of their individual project summaries.

CFIP Agreement Form

The Agreement may only be with one person (landowner) or with one entity (landowner) called the "Grantee." The first line must coincide exactly with the name on the Payee Data Record.

Section 1- Grantee can only be one person or entity. If there is more than one name on the deed only one name can be Grantee.

1. For example if Joe Smith and Joan Smith own a property together, even if they are a married couple, only one name should appear in the Grantee box. However they would both sign in the Participant Section (Section 2)
2. If the property were held in a trust the Grantee would be the name of the trust. For example if the trust is the Joe and Joan Smith Family Trust, then both would names would appear in the grantee name in Section 1 because that is the name of the trust.
3. If the landowner is another entity that name would be the Grantee. For Example, if the land was held in the name of the XYZ Ranch, then that name would be grantee.

In the case of 2 and 3 above, copy of the trust showing who could sign for the trust or a resolution or other document stating who could sign for the company, would need to accompany the Agreement package.

As with any of these instructions, work with your FAS or SAC HQ, to answer questions

After your agreement is signed and approved by CAL FIRE, your FAS may advise you that some or all of the items listed below are needed before you begin work on your project.

Management Plan- The Management Plan is the RPF's analysis of the potential needs and opportunities for your land, based upon your objectives. It will clarify what needs to be done, where, and when.

Land-Use Addendum- The Land-Use Addendum is filed with the local County Recorder upon submission of the first invoice for a practice (not a plan), and is effective for ten years. The intent is to provide constructive notice that the CFIP project exists and must be maintained. This applies only to non -TPZ zoned lands. **NOTE: THIS FORM MUST BE NOTORIZED.**

Environmental Checklist- The Environmental Checklist (EC) completes the environmental analysis and documentation required by the California Environmental Quality Act (CEQA). The EC must be completed and approved prior to proceeding with contract work. This form is not required for the preparation of CFIP Management Plans.

RPF Checklist- The RPF Checklist clarifies what services your RPF will provide for you. It is required for any project requesting funding for RPF Supervision

Pest Control Recommendation- The Pest Control Recommendation is written advice concerning the use of pesticides. It must be completed by a Pest Control Advisor if you apply for funding for chemical application.

Page 1 of 4

State Contract Number: _____

hereinafter called "Grantee," whose mailing address is:	Name
	Street Address/PO Box
	City/State/Zip
	Telephone
	Email Address

		Signature
Approval for the Director	Date	Printed Name/Title
Printed Name/Title		Signature
		Printed Name/Title
Local CAL FIRE name and address:		Signature
		Printed Name/Title
		Signature
		Printed Name/Title

Signature of Officer signing on behalf of the agency	Date
Vendor Identification Number:	

WHEREAS, under the provisions of the California Forest Improvement Act of 1978, State may enter into cost-sharing agreements with eligible Participants who will undertake forest improvement work upon his/her land; NOW, THEREFORE,

1. In consideration of the forest improvement work to be performed by the Participants, as described in the attached Project Summary, State will reimburse costs incurred for the purpose of undertaking forest improvement work on those lands designated. The maximum amount of reimbursement is the amount stated in Project Summary, "MAXIMUM REIMBURSEMENT". Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less for the forest improvement practices. Expected revenues from products generated will reduce reimbursement and no more than 100% of out of pocket costs are to be recovered.
2. This agreement is conditional upon appropriation and availability of funds for purposes of this contract. In the event such funds are not available in the Budget Act for the fiscal year concerned or are insufficient to carry out the purpose of this agreement, each party agrees to release the other party from all obligations. Funding of the work is also subjected to annual funding decisions. IF FUNDED, NOTICE TO THE PARTICIPANT BY THE STATE WILL BE MADE. **NO WORK MAY COMMENCE WITHOUT THIS NOTICE.**
3. Participant shall promptly submit records at intervals and in such form as State may request. Payment by the State shall be made after an on-site inspection and approval of the practice(s). The Participant shall submit a CFIP Invoice for payment to the local Forestry Assistance Specialist (FAS) of the California Department of Forestry and Fire Protection. A final CFIP Invoice shall be submitted no later than 45 days after completion or expiration of this agreement, as specified on the Project Schedule.
4. The Participant agrees to make immediate monetary restitution of any paid funds for any disallowance of costs or expenditures or unauthorized activities which are disclosed through audit or inspection by the State. If Participant does not complete the five acres of minimum practice(s) of forest improvement work as described and required in Section 1527.1, Chapter 9.5, Title 14 of the California Code of Regulations (CCR) by the end of the term specified herein, all sums previously paid by State shall immediately become due and payable to State.
5. Participant shall comply with all local and State fire and safety laws.
6. The Project Description, Project Schedule, Environmental Checklist, RPF Checklist, Land-Use Addendum and Management Plan are deliverables due prior to commencement of ground practices. Work started prior to the execution of this agreement will not be eligible for funding under the terms of this agreement. Project costs eligible for assistance shall be determined upon the basis of the criteria set forth in Chapter 9.5 of Title 14 of the CCR.
7. Participant shall permit periodic site visits by a representative of the State to ensure program compliance.
8. Participant agrees to indemnify, defend, and save harmless State, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract and from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the Participant or any agent or employee of Participant in the performance of this agreement.
9. The Participant, and the agents and employees of Participant, in the performance of this agreement, shall act in an independent capacity and not as officers, or employees or agents of the State.

10. This agreement may be amended, or terminated by mutual consent; it may also be terminated by State or Participant upon the giving of written notice to the other party thirty (30) days in advance.
11. Failure by the Participant to comply with the terms of this agreement shall be cause for the suspension of all obligations of the State.
12. Participant certifies that title to the land upon which forest improvement work will be performed is vested in the persons named in this agreement and that land is under the control and possession of the person(s) named in this agreement.
13. Participant certifies that the parcel of forestland to which the Forest Improvement Program applies will not be developed for uses incompatible with forest resources management within 10 years following recordation date, as explained below. If the parcel of forestland is zoned other than TPZ, pursuant to provisions of Chapter 67 (commencing with Section 52200) of Part 1 of Division 1 of Title 5 of the Government Code, a Land-Use Addendum shall be signed by the Participant and shall be incorporated in and made a part of this agreement. Said Land-Use Addendum shall be recorded in the office of the County Recorder of the county of the affected land and shall be a covenant running with the land.
14. The Participant agrees to comply with the California Environmental Quality Act (CEQA), Workers' Compensation, and all other state and federal laws applicable to the work carried out pursuant to the proposed forest resource improvement project.
15. The Participant, by signing this agreement, does swear under penalty of perjury that no more than one final un-appealable finding of contempt of court by a federal court has been issued against the Participant within the immediately preceding two-year period because of the Participant's failure to comply with an order of a federal court which orders Participant to comply with an order of the National Labor Relations Board (Government Code Section 14780.5).
16. Participant shall keep such records as State shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the State for auditing purposes at reasonable times. Such accounts, documents, and records shall be retained by the Participant for at least three years following project termination.
17. During the performance of this agreement, Participant and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Participant and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Participant and subcontractors shall comply with provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et. Seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. Participant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement. The Participant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.
18. Participant certifies under penalty of perjury under the laws of the State of California to have, unless exempted, complied with the non-discrimination program requirements of Government Code Section 12990 and California Code of Regulations, Title 2 Section 8103.

19. Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. The State requests each participant's social security account number on a voluntary basis. However, it should be noted that due to the use of social security account numbers by other agencies for identification purposes, the State may be unable to approve agreements without the social security account number. The State uses social security account numbers for the following purpose: reports to the Department of Fair Employment and Housing, Internal Revenue Service, and Franchise Tax Board.
20. The Participant acknowledges that a conflict of interest with the State does not exist pursuant to provisions in Division 2, Chapter 2, Article 8, Sections 10410 and 10411 of the Public Contract Code.
21. The Participant states the information in the Management Plan and/or Management Plan Addendum (Project Description) is proprietary information and claims privilege against its disclosure pursuant to Evidence Code 1060.
22. The contractor or grant recipient hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:
 1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
 2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The person's or organization's policy of maintaining a drug-free workplace;
 - (c) Any available counseling, rehabilitation and employee assistance programs; and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
 3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
23. Contractor shall comply with all federal requirements established under 28 Code of Regulations, Part 36, and Americans with Disabilities Act, in order to make programs accessible to all participants and to provide equally effective communications.

CFIP AGREEMENT AMENDMENT

CFIP Project Number: _____ State Contract Number: _____

THIS AMENDMENT is made and entered into by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and

_____, hereinafter called "Participant."

1. Under the Agreement numbered above and (originally) dated _____, and as amended on _____
original date date(s) or n/a

Hereafter called "Agreement," State agreed to provide funds for forest improvement work on lands owned or managed by Participant.

1. State and Participant wish to amend the Agreement as follows (check one or more):

- ☐ (A) Extend the agreement expiration date to _____ to compensate for delays caused by: _____
- ☐ (B) Final invoice due immediately upon completion of project or amendment expiration date whichever is sooner.
- ☐ (C) Revise the Project Description (Exhibit A) as attached.
- ☐ (D) The budget outline in the Project Summary (Exhibit B) as attached.
- ☐ (E) Other. The Agreement is amended as follows (attach revised Exhibits and/or maps):

2. Except as amended herein, all the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed upon the signature of both parties and effective _____
Date

AGENCY: Department of Forestry and Fire Protection

PARTICIPANT:

Approval for the Director Date

Signature

Printed Name/Title:

Printed Name/Title:

Signature

Agency: Department of Forestry and Fire Protection

Printed Name/Title:

I hereby certify that all conditions for exemption have been complied with and this document is exempt from review by the Department of General Services.

Signature

Printed Name/Title

Signature Date

Printed Name/Title

Signature

Printed Name/Title

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of these expenditures as stated on Page 2.

Signature of Accounting Officer

Date

CAL FIRE STAFF HEADQUARTERS STAFF USE ONLY (Sample Only)

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _
Fiscal Year: / -9520-418.99-PCA - _____

Last Approved Agreement Amount: \$ _____
Amendment # _____ Increasing Encumbrance by: \$ _____
Amendment # _____ Decreasing Encumbrance by: \$ _____
Total Amount Encumbered Post Adjustments: \$ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _
Fiscal Year: / -9520-418.99-PCA - _____

Last Approved Agreement Amount: \$ _____
Amendment # _____ Increasing Encumbrance by: \$ _____
Amendment # _____ Decreasing Encumbrance by: \$ _____
Total Amount Encumbered Post Adjustments: \$ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _
Fiscal Year: / -9520-418.99-PCA - _____

Last Approved Agreement Amount: \$ _____
Amendment # _____ Increasing Encumbrance by: \$ _____
Amendment # _____ Decreasing Encumbrance by: \$ _____
Total Amount Encumbered Post Adjustments: \$ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _
Fiscal Year: / -9520-418.99-PCA - _____

Last Approved Agreement Amount: \$ _____
Amendment # _____ Increasing Encumbrance by: \$ _____
Amendment # _____ Decreasing Encumbrance by: \$ _____
Total Amount Encumbered Post Adjustments: \$ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _
Fiscal Year: / -9520-418.99-PCA - _____

Last Approved Agreement Amount: \$ _____
Amendment # _____ Increasing Encumbrance by: \$ _____
Amendment # _____ Decreasing Encumbrance by: \$ _____
Total Amount Encumbered Post Adjustments: \$ _____

LAND USE ADDENDUM

When Recorded Return to:

CALIFORNIA DEPT. OF FORESTRY & FIRE PROTECTION

LAND-USE ADDENDUM

Agreement Concerning Land Uses Incompatible with Resource Management

In further consideration of funds to be provided and actions to be undertaken by State under California forest Improvement Program

Agreement /contract Number _____ dated ____

Participant/Owner _____

agrees not to develop lands subject to the CFIP Project Agreement referenced above and shown on the attached project map for uses incompatible with forest resource management within ten (10) years commencing from the date of recording of this Agreement. In the event this Agreement is violated, State is entitled to a refund of any cost-share payments which have been made, with interest, pursuant to Section 4797.5 of Public Resources Code. This Agreement is intended to satisfy the requirements of Public Resources Code Section 4797(e)(2). This Agreement shall apply to only those lands affected by the aforementioned CFIP Agreement and shown on the attached map, which are part of the land described below as part of that real property more fully described in that certain deed from

dated _____ and recorded with the Recorder of _____ County at Book ____

Page _____ or Document Number _____

Subsection	Section	Township	Range	County	Assessor's Parcel #

State shall record this Agreement in the office of the county in which the above described lands are located and upon recording the Agreement shall be binding upon any person to whom such lands are sold, assigned, devised, or otherwise transferred by agreement or operation of law. This Agreement is a state document and shall be filed for no fee at the County Recorder's Office as per Government Code Section 27383. For purposes of this Agreement, "uses incompatible with forest resource management" are defined in Public Resources Code Section 4793(s) to mean "uses not listed as subdivision (h) of section 51100 of the Government Code nor listed pursuant to Section 51111 of the Government Code by the city or county in which the parcel subject to the forest improvement project lies." Government Code Section 51100 defines "compatible use" as being "any use which does not significantly detract from the use of the property for, or inhibit, growing and harvesting timber, and shall include but not be limited to...(1) management for watershed; (2) management for fish and wildlife habitat or hunting and fishing; (3) a use integrally related to the erection, construction, alteration, or maintenance of gas, electric, water, or communication transmission facilities; or (5) grazing." Government code Section 51111 authorizes city and/or county governments to adopt "compatible use" definitions in addition to the above. Compatible uses are land uses permitted in the Timberland Production Zones as established by the Forest Taxation Reform Act of 1976. The intention of the parties to this Agreement, therefore, is to limit the uses of identified lands to those which would be permitted if such lands were within a Timberland Production zone.

Signature of Participant/Owner(s)

All signatures must be notarized and have Acknowledgement attached.

1. _____
Signature

Date

3. _____
Signature

Date

Printed Name

Printed Name

2. _____
Signature

Date

4. _____
Signature

Date

Printed Name

Printed Name

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY & FIRE PROTECTION
CFIP ENVIRONMENTAL CHECKLIST INSTRUCTIONS

The following are instructions and information for the completion of the environmental review of projects being proposed under the California Forest Improvement Program (CFIP).

A Program Environmental Impact Report (PEIR) has been completed for the California Forest Improvement Program. The PEIR identifies standard mitigation measures to minimize adverse environmental impacts caused by CFIP projects. These mitigations and others have been incorporated into CFIP rules (Article 8, Title 14 California Code of Regulations, Sections 1545-1545.9).

Information on resources in the project area and mitigation measures are also found in the Project Description, the Management Plan for the property (if applicable), and from consulting the following individuals, groups or agencies:

- ☐ California Department of Fish and Wildlife (F&W)
- ☐ Regional Water Quality Control Board (RWQCB)
- ☐ California Department of Parks and Recreation (DP&R)
- ☐ U.S. Fish and Wildlife Service (USF&WS)
- ☐ Native Americans
- ☐ CAL FIRE Archeologist
- ☐ California Division of Mines & Geology

Completion of the Checklist is based on questions about the project and the site, and the mitigation measures incorporated into the Project Description.

The Department of Forestry & Fire Protection staff will review projects on-site before approving an application. Other reviewing agencies (F&G, RWQCB, DP&R, USF&WS, NMFS) that want to review the project on-site, will be given the opportunity.

There is a 30-day review period for the public and agencies to review project proposals.

Instructions and Information Relating to Specific Items in the Checklist

Water Quality

To complete the section on water quality it is important to determine whether the project is in a watershed that has an approved set of Total Maximum Daily Load (TMDL) requirements. These requirements must be met in addition to those required by CFIP.

Item 1. Streams for the purpose of completing the Checklist are watercourses as defined and classified in the Forest Practice Rules.

Item 2. Delineate any landslide areas, potential and actual, on the project map(s). If the project will be on or adjacent to an unstable area a geologist should be consulted to determine the impacts of the project on slope stability.

Item 3. All watercourses supporting salmonoid fisheries will not have shade cover reduced except where a watercourse is being restored and except as agreed to by the appropriate agencies. The Forest Practice Rules for retention of shade canopy will be followed as a minimum.

Item 4. The potential for watercourse turbidity and sediment load increases and mitigation to minimize the potential will be discussed in the Project Description.

Item 5. Forest Practice Rules regarding deposition of slash and debris in watercourses will be followed.

Item 7. Show any domestic water supply sources on the Management Plan/project map and delineate a protection area around such water supply sources to protect water quality. In the Project Description, discuss how project activities in the vicinity of the protection area will be carried out to prevent water quality degradation.

Item 8. Discuss in the Project Description any circumstances or project site conditions (e.g. soil type, size of project, soil moisture) that would indicate the Resource Protection Guidelines would not adequately mitigate surface erosion effects. Examples might be projects on decomposed granite soils, or actively down-cutting gullies.

Wildlife

Item 10. Habitat is altered during vegetation manipulation. Significant changes in habitat structure will be assessed in the Project Description and evaluated through the Checklist.

Item 11. If the applicant does not consult the Department of Fish and Wildlife's Natural Diversity Data Base or the California Native Plant Society registers before submission of the application the CAL FIRE Forester reviewing the application shall consult these sources of information to assist in determining potential impacts of the project.

Delineate any sensitive areas, including wet meadow sites or significant migration routes, on the Project Map. In the Project Description, discuss how the CFIP activities influencing important habitat areas will be carried out to minimize disturbance.

If the occurrence of a listed species is likely in the project area, a consultation with the appropriate agency, DFG or USF&W, will be initiated. If such species are present, a Special Treatment Area will be designated and no forest improvement practices will be performed unless they clearly benefit the protected species.

Forest Insects and Diseases

Item 12-14. The practices required to address various insect or disease problems can change. The use of the Forest Practice Rules should not be considered the only requirements. It is suggested that forest insect and disease specialists be contacted for the latest practices. It is also suggested that the information related to the creation of a Zone of Infestation for a pest be reviewed for suggested practices.

Fire

Item 15-17. Fire is a concern of importance when undertaking resource management projects. The Project Description will address issues of control, if fire is to be used as a tool. All treatments that create slash must be treated to meet or exceed the standards described in the Forest Practice Rules.

Archaeological, Historical, and Cultural Resources

Item 18. Each project must be evaluated for potential impact to archaeological, historical, and cultural resources. This evaluation is conducted by the project RPF (hired by the landowner) and can be assisted by a CAL FIRE Forester or Archaeologist. An archaeological survey report or clearance letter signed by a CAL FIRE Archaeologist, must be included in the project file to support the findings in the Environmental Checklist. **The CAL FIRE Archaeologist must be consulted for every project, and can provide information and assistance to complete the archaeological review tasks, or may complete them for the CAL FIRE Forester or RPF.**

Keep all information on archaeology/historical sites confidential. In the Management Plan and Project Description, indicate that archaeological/historical sites will be protected in the manner described in the confidential information.

Item 19. Effects beyond the scope of the Program EIR will have to be addressed through a negative declaration, exemption, or some other means before a project can start.

California Forest Improvement Program (CFIP) Project Review Environmental Checklist

(This form is available electronically)

Applicant's Name: _____

CFIP Project No.: _____

The information contained in the Project Description, the Program Environmental Impact Report, the Management Plan (if applicable), contacts with Department of Fish and Game, Regional Water Quality Control Board, Department of Parks and Recreation, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and the CFIP rules provide the basis for completing the checklist.

Check the appropriate effect and mitigation measures to be applied. Enter N/A where the effect is not applicable.

EFFECT	MITIGATION
Water Quality	
1. Soil deposition in streams caused by accelerated erosion due to the use of heavy equipment to remove vegetation. NOTE: For the purpose of completing the checklist streams are defined and classified as watercourses as per the Forest Practice Rules.	1a. Brush scalped off slopes will be windrowed along the contour and burned leaving effective berms of residual soil to impede surface water flow.
	1b. No heavy equipment on excessively wet soils.
	1c. As a minimum no heavy equipment operate within an equipment exclusion zone, providing a buffer strip.
	1d. Other
2. Landslides and slope failure due to heavy equipment operation on currently and potentially unstable lands. NOTE: See instructions for additional information.	2a. No heavy equipment on current or potentially active slide area.
	2b. Other
3. Increased water temperatures due to removal of watercourse shading. NOTE: The watercourse protection measures for shade canopy retention as described in the Forest Practice Rules are to be used for completing the checklist.	3a. Riparian vegetation will not be removed.
	3b. Other vegetation will be left as necessary to maintain stream temperature.
	3c. Other
4. Increased turbidity and sediment load in streams from clearing stream channels. Note: See note for item 1.	4a. Compliance with California Department of Fish and Game permit requirements.
	4b. Use of manual methods to substitute for winch lines and heavy equipment.
	4c. To reduce soil loss areas of bare soil greater than 500 square feet will be treated within the standard watercourse and lake protection zones as described in the Forest Practice Rules.
	4d. Other
5. Deposition of slash or debris in streams.	5a. All areas below the stream and lake transition line of Class I, II and III watercourses as described in the Forest Practice Rules will be kept free of slash and debris, except as intended for woody debris enhancement for fisheries and wildlife.
	5b. Accidental deposits will be immediately removed. Removal will be consistent with the requirements found in California's Forest Practice Rules.
	5c. Other r
6. Accidental off-target deposition of herbicides due to spills and aerial drift.	6a. Compliance with Federal, State and local rules will minimize the chance of this effect. These rules also address spills.
	6b. Other
7. Effect on domestic water supplies from sediment deposits. NOTE: See instructions for additional information. Also the protection of domestic water supplies shall be consistent with the requirements found in California's Forest Practice Rules.	7a. A Special Treatment Area is established around domestic water supplies to protect them.
	7b. Other

8. Unusual circumstances or project site conditions (e.g. soil type, slope, size of project, soil moisture) which could result in surface erosion effects which are not adequately mitigated by the requirements in the Resource Protection Guidelines	8a. Effects beyond the scope of the Program EIR and additional review required. NOTE: See instructions for additional information
9. Siltation of stream caused by accelerated erosion after vegetation removal.	8b. Other
	9a. Effects beyond scope of Program EIR and additional review required.
	9b. Other
Wildlife	
10. Reduction of wildlife forage and cover from site preparation or clean and release practices.	10a. Retention of black oaks and other mast-producing plants will occur.
	10b. Retention of 1-3 acre patches of brush cover to provide "edge effect."
	10c. There will be limited brush removal from around the bases of trees.
	10d. Substitute forage will be planted and/or browse plants will be rejuvenated.
	10e. Piles of brush will be left for birds or small mammal use.
	10f. Other
Rare and Endangered Species	
11. Impact to rare, endangered or sensitive species habitat or wildlife as part of vegetation manipulation. NOTE: See instructions for additional information.	11a. The Department of Fish and Game's Natural Diversity Data Base and the California Native Plant Society registers were consulted for evidence of such occurrences in the project area.
	11b. No species were identified.
	11c. Species were identified, a special treatment area was designated and no forest improvement practice will be performed that will impact the species.
	11d. Snags with visual evidence of use for nesting and roosting sites for rare and endangered species shall be protected.
	11e. Other
Forest Insects and Diseases	
NOTE: See instructions for additional information.	
12. Possible infestation of residual stands of pines with <u>lps</u> and <u>Dendroctonus</u> beetles if slash from wet season pre-commercial thinning operation not adequately disposed.	12a. The requirements described in the Forest Practice Rules Technical Rule Addendum Number 3 will be followed.
	12b. Different species of conifers will be planted on the site to minimize the recurrence of the stand conditions that favored the infestation.
	12c. Other
13. Infestation of pine stands with root rot pathogens after pre-commercial thinning.	13a. Application of borax on thinned stumps will occur.
	13b. Other

14. The project is within the Zone of Infestation for pitch canker.	14a. Infected or contaminated plant material will not be transported to areas that are free of the disease.
	14b. No disease symptoms in project area.
	14c. Tools used in cutting diseased trees will be cleaned with disinfectant before using them on uninfected trees.
	14d. Other
Fire	
15. Particulates in the air from burning brush and slash.	15a. Compliance with Air Resource Board rules and local ordinances.
	15b. Other
16. Slash build-up after pre-commercial thinning increases fire hazard.	16a. Slash will be treated to at least the standards described in the Forest Practice Rules for the area.
	16b. Other
17. Risk of fire escaping.	17a. Compliance with all state and local laws and regulations.
	17b. Other
Archaeological, Historical and Cultural Resources	
18. Potential significant disturbance of archaeological, historic, or cultural resources.	18a. A current archaeological records check was conducted at the appropriate Information Center of the California Historical Resource Information System.
	18b. Written notification was sent to local Native American groups and individuals, in the same manner as described in the Forest Practice Rules.
	18c. Written notification was sent to local Historical societies or similar organizations, requesting information about historical resources that may exist within the project.
	18d. A professional archeologist or an archaeologically-trained resource professional conducted an archaeological survey.
	18e. Archaeological, historic and cultural resource sites that exist within the project area were identified, evaluated, mapped, and recorded in accordance with professional archaeological standards.
	18f. Appropriate protection measures were developed for known archaeological, historical or cultural resource sites. These protection measures were developed in consultation with a CAL FIRE archeologist.
	18g. The archaeological investigation was documented on the CAL FIRE Project Review Report For Archaeological and Historical Resources Form, or an equivalent to it. The report was reviewed and approved by a CAL FIRE Archeologist for adequacy and concurrence of findings.
	18h. Other
Other	
19. Project may result in significant environmental effects other than those listed above.	19a. Effects beyond scope of the Program EIR. Additional review will be required.
	19b. Other

Certification

I certify that I have reviewed the pertinent information and inspected the proposed CFIP project area. After evaluating the proposed project and incorporating mitigation measures, I have determined:

- ☐ Mitigation has been incorporated into this project as necessary to avoid, reduce, or minimize impacts to less-than-significant level.
- ☐ Implementing this project will result in no significant environmental impacts and no new California Environmental Quality Act documentation is required.

Applicant or Applicant's Representative Certification

Signature: _____

Title: _____

Date: _____

California RPF License Number: _____

California Department of Forestry & Fire Protection Certification

Signature: _____

Title: _____

Date: _____

California RPF License Number: _____

Instructions for Completing the Written Pest Control Recommendation

1. Include the name and address of the grower, agency or firm for whom the recommendation is written.
2. Include the date the recommendation expires.
3. Provide information on how to locate the property or site to be treated.
4. Indicate the commodity, crop or site to be treated.
5. Indicate the total acres or units to be treated.
6. Check the box adjacent to the method of application.
7. Identification of pest to be controlled by recognized common name.
8. Name of pesticide (common name or trade name), dosage rate per acre or other units, dilution rate and volume per acre.
9. Check the box adjacent to the applicable hazard(s) and/or restriction(s).
10. Indicate the schedule, time or conditions for the application in relation to temperature, time of day, irrigation, etc. Also, include any label restrictions on use or disposition of crop or by-product.
11. Indicate any surrounding crops that may be sensitive to the recommended treatment.
12. Identify any occupied dwellings, field workers, pets or livestock in the proximity of the treatment area.
13. Indicate any non-pesticide substance, pest control method or device that will be used to control pest(s). Warning of the possibility of damages by the pesticide applicator that reasonable should have been known to exist at the time of the recommendation.
14. Check the box adjacent to the criteria used for determining need for pest control treatment.
15. Check the box adjacent to the applicable crop and site restrictions.
16. Signature of the licensed pest control adviser or person acting in the capacity of a pest control adviser in accordance with the licensing exemption under Section 12001 of the California Food and Agriculture Code. The date the recommendation was made, and if applicable the adviser's license number. Also, include the name and address of the adviser's employer.

Map-Sketch the property or site to be treated and any surrounding hazards that are known to exist.

PEST CONTROL RECOMMENDATION

1. Operator of the property: _____ 2. Recommendation Expiration Date: _____

Address: _____ County: _____

3. Location to be treated: _____

4. Commodity to be treated: _____ 5. Acres or units to be treated: _____

6. Method of application: Air Ground Other
 Fumigation Explain

7. Pest(s) to be controlled:

8. Name of pesticide(s):	Rate per acre or unit:	Dilution Rate:	Volume per acre or unit:

9. Hazards and/or restrictions:
- ☐ Highly toxic to bees.
 - ☐ Toxic to birds, fish, and wildlife.
 - ☐ Do not apply during irrigation or when run-off is likely to occur.
 - ☐ Do not apply near desirable plants.
 - ☐ Do not allow to drift onto humans, animals, desirable plants, or property.
 - ☐ Keep out of lakes, streams, and ponds.
 - ☐ Birds feeding on treated area may be killed.
 - ☐ Do not apply when foliage is wet (dew, rain, etc.).
 - ☐ May cause allergic reaction to some people.
 - ☐ This product is corrosive and reacts with certain materials (see label).
 - ☐ Closed system required.
 - ☐ Restricted use pesticide (California and/or Federal).
 - ☐ Hazardous area involved (see maps and warnings).
 - ☐ Other (see attachment).

10. Schedule, time or conditions:

11. Surrounding crop hazards:

12. Proximity of occupied dwelling, people, pets, or livestock.

13. Non-pesticide pest control, warnings, and other remarks:

14. Criteria used for determining need for pest control treatment:
- ☐ Sweep net counts ☐ Field observation
 - ☐ Leaf of fruit counts ☐ Preventive
 - ☐ Soil sampling ☐ History
 - ☐ Pheromone or other trap
 - ☐ Other

15. Crop and site restrictions:
- ☐ Worker reentry interval _____ days.
 - ☐ Do not use within _____ days of harvest/slaughter.
 - ☐ Posting required: ☐ Yes ☐ No _____ days.
 - ☐ Do not irrigate for at least _____ days after application.
 - ☐ Do not apply more than _____ application(s) per season.
 - ☐ Do not feed treated foliage or straw to livestock.
 - ☐ Plantback restrictions (see label).
 - ☐ Other (see attachment): _____

16. I certify that alternatives and mitigation measures that would substantially lessen any significant adverse impact on the environment have been considered and, if feasible, adopted.

MAP AREA

Advisor Signature _____ Date _____

Advisor License Number _____

Employer _____

Employer Address _____

Guide to completing Payee data Record, STD. 204

- 1** A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD 204. on file, it is possible for a payee to receive this form from various State agencies.

Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.

- 2** Enter the Payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.

- 3** Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).

The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number FEIN).

- 4** Are you a California resident or nonresident?

A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding services and Compliance Section: 1-888-792-4900 E-Mail Address: wscs.gen@ftb.ca.gov

For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov

- 5** Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.

- 6** This section must be completed by the State agency requesting the STD. 204.

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting State agency listed on the bottom front of this form.

<div style="border: 1px solid black; padding: 5px; font-weight: bold;">1.</div>	<p>INSTRUCTIONS: Complete all information on this form. Sign, date and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts) are not required to submit this form.</p>						
<div style="border: 1px solid black; padding: 5px; font-weight: bold;">2.</div>	PAYEE'S LEGAL BUSINESS NAME (<i>Type or Print</i>) _____ <hr/>						
	SOLE PROPRIETOR-ENTER NAME AS SHOWN ON SSN (<i>Last, First, M.I.</i>)			E-MAIL ADDRESS _____			
	MAILING ADDRESS (<i>Number and Street or P.O. Box Number</i>) _____			BUSINESS ADDRESS _____			
	CITY, STATE, ZIP CODE _____			CITY, STATE, ZIP CODE _____			
<div style="border: 1px solid black; padding: 5px; font-weight: bold;">3.</div> <div>PAYEE ENTITY TYPE</div> CHECK ONE BOX ONLY	<div>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <div style="margin-left: 400px;"><div style="border-bottom: 1px solid black; width: 70px;"></div>-<div style="border-bottom: 1px solid black; width: 70px;"></div></div></div> <div><div><input type="checkbox"/> PARTNERSHIP</div><div><input type="checkbox"/> ESTATE OR TRUST</div></div> <div><div>CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS</div><div><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: <div style="text-align: center;"><div style="border-bottom: 1px solid black; width: 150px;"></div>-<div style="border-bottom: 1px solid black; width: 150px;"></div></div>(SSN required by authority of California Revenue and Tax Code Section 18646)</div></div>						NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
<div style="border: 1px solid black; padding: 5px; font-weight: bold;">4.</div> <div>PAYEE RESIDENCY STATUS</div>	<div><input type="checkbox"/> California Resident – Qualified to do business in California or maintains a permanent place of business in California.</div> <div><input type="checkbox"/> California nonresident (see reverse side) – Payments to nonresidents for services may be subject to State income tax withholding. <div><input type="checkbox"/> No services performed in California.</div><div><input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</div></div>						
<div style="border: 1px solid black; padding: 5px; font-weight: bold;">5.</div>	<div>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State Agency below.</div> <div>AUTHORIZED PAYEE REPRESENTATIVE'S NAME (<i>Type or Print</i>)TITLE SIGNATUREDATETELEPHONE (<i>Include Area Code</i>)</div>						
<div style="border: 1px solid black; padding: 5px; font-weight: bold;">6.</div>	<div>Please return completed form to:</div> <div>Department/Office: _____</div> <div>Unit/Section: _____</div> <div>Mailing Address: _____</div> <div>City/State/Zip: _____</div> <div>Telephone: _____Fax: _____</div> <div>E-Mail Address: _____</div>						

PAYEE'S LEGAL BUSINESS NAME (Type or Print)	
SOLE PROPRIETOR-ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS
MAILING ADDRESS (Number and Street or P.O. Box Number)	BUSINESS ADDRESS
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE

<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>
<p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p>	<p>CORPORATION:</p> <p><input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="checkbox"/> LEGAL (e.g., attorney services)</p> <p><input type="checkbox"/> EXEMPT (nonprofit)</p> <p><input type="checkbox"/> ALL OTHERS</p>
<p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR</p> <p>ENTER SOCIAL SECURITY NUMBER:</p>	<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p style="font-size: small; text-align: center;">(SSN required by authority of California Revenue and Tax Code Section 18646)</p>

☐ California Resident – Qualified to do business in California or maintains a permanent place of business in California.

☐ California nonresident (see reverse side) – Payments to nonresidents for services may be subject to State income tax withholding.

☐ No services performed in California.

☐ Copy of Franchise Tax Board waiver of State withholding attached.

<p><i>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State Agency below.</i></p>		
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (<i>Type or Print</i>)	TITLE	
SIGNATURE	DATE	TELEPHONE (<i>Include Area Code</i>)

Please return completed form to:

Department/Office: _____

Unit/Section: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

California Cooperative Forest Management Plan

INSTRUCTIONS FOR PREPARING

California Cooperative Forest Management Plan

BACKGROUND

The enabling legislation for the California Forest Improvement Program (CFIP) requires that a Forest Management Plan be prepared and approved prior to a forest resource improvement project being started. The Plan shall describe, in general:

- a. the condition and capabilities of the forestland property, including original forest type if determinable;
- b. the participant's long-range management objectives, including provisions for eventual harvest of saw timber; and
- c. needed forest resource improvement work consistent with protecting, enhancing, and maintaining forest productivity.

SCOPE

A CFIP Management Plan shall be written to cover all forestland within the same ownership surrounding or contiguous to the parcel proposed for the CFIP project. The Management Plan should include the objectives of the participant and should be a flexible instrument that can be amended by the participant as needs and economic conditions change. Additionally the CFIP Management Plan is a plan that addresses individual landowner objectives while adhering to National and State Forest Stewardship Management Plan guidelines.

INSTRUCTIONS

Management Plans shall be constructed using the California Cooperative Forest Management Plan. **(See Addendum B)**

The California Cooperative Forest Management Plan shall be based primarily on the participant's objectives. The plan shall provide sufficient historical and resource baseline data to formulate alternatives for forest improvement, compare alternatives, and provide a recommended course of action to optimize forest productivity.

Various alternatives will be proposed involving analysis of factors such as economics, product markets, impacts to the property and surrounding ownerships, etc.

Each plan will be unique. Plans for large acreage ownerships are expected to contain more information than small ownerships because of items like more soil types, vegetation diversity, wildlife habitat etc.

MINI MANAGEMENT PLAN

CFIP User Guide “Mini Plan” Policy

1. The Mini Plan format is available for use for all authorized CFIP forest improvement projects to all landowners who own less than 50 acres of forest land contiguous with their project, or for ownerships less than 5000 acres for projects addressing substantially damaged forest lands with conditions described in the Forest Practice Rules in 14 CCR 895.1. For substantially damaged land in need of immediate restoration, the plan would be for the project area only. The Mini Plan may also be used for those instances when landowners combine ownerships in order to meet the “20-acre” requirement, even if the “collective acreage exceeds or is equal to 50 acres, as long as no group member owns 50 acres or more of forestland.
2. Costs of the Mini Plan are to be based on complexity of the plan and size of the ownership. Cost may be negotiated lower but not in excess of the maximum Mini Plan cap rate.
3. Cost share payment to a landowner who uses the Mini Plan to satisfy CFIP requirements is a one-time occurrence. If the Mini Plan is used on a property, and paid for with CFIP cost-share funding, no CFIP cost share funds will be allowed in the future to update the plan or convert it to a California Cooperative Forest Management Plan template (full plan).
4. RPFs developing full plans or Mini Plan on their own property will only be paid at the Mini Plan rates. RPFs developing full plans on their own property will be allowed to negotiate above the Mini Plan rate if negotiations are supported by cost estimates for paying employees who are working on plan development. CFIP Invoices for reimbursement must be supported by proof of payments to employees.
5. RPFs and landowners who elect to prepare a Mini Plan will be advised by the appropriate CAL FIRE Forestry Assistance Specialist (FAS) as to the format and information required. A Mini Plan will not qualify the landowner for federal project funding.
6. Prior to submitting the CFIP application and agreement to Sacramento for funding, estimated plan costs must be reviewed by the Unit FAS who will be signing the management plan as accepted and approving and submitting the invoice for payment.
7. Upon recommendation from the Northern or Southern Resource Management Forestry and Fire Protection Administrator, the Mini Plan format may be used for projects/landowners who do not meet the criteria of #1 above. However, this is on a case by case basis and must be explained and justified as well as accompanied by a budget as per #2 above and approved by the Deputy Director of Resource Management. All other limitations of a mini plan will apply as per above.

CFIP INVOICE

CFIP INVOICE INSTRUCTIONS

When work is completed on all or a portion of your project, sign the invoice and submit it to the CAL FIRE forester with copies of bills, invoices, cancelled checks or other proof of payment **and, except in the case of an invoice for a management plan, a map showing the areas of where the practices occurred. The map should be clear and labeled to reflect those items being invoiced.** If you provided labor, equipment or materials for the project complete and sign the Cost Accounting Worksheet. Check with your CAL FIRE forester regarding the allowable rates for in-kind labor.

Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less.

What this means is that you can't be reimbursed for more money per practice than the contract allows.

For Example:

If your contract allows for 75% of \$200 per acre, but the final cost was actually \$210 per acre, the state will only pay \$180 per acre (75% of \$200). Also, if your actual cost was \$150 per acre, and the contract allowed 75% of \$200, the state will only pay \$112.50 per acre (75% of \$150).

Instructions for filling out the Invoice Form:

1. List your name (grantee) and address **EXACTLY*** as it appears on the CFIP Agreement and Payee Data Record.
 2. Put in the CFIP Project number and the contract number at it appears on your Agreement.
 3. Check (✓ or X) whether this is an interim or the final invoice. Final invoice means that you will be billing for no additional work against this contract.
 4. ON THE LEFT SIDE OF THE INVOICE in each of the appropriate categories enter the date that the work, for which you are billing, was completed.
 5. Put the total acres you or your forester calculated was accomplished or for which you were billed from the contractor.
 6. Enter the total actual cost for which you were billed.
 7. Add the totals (optional)
 8. Enter the amount of the total from this invoice that you attribute to your own labor.
 9. Sign and attach copies of all pertinent bills and, if you provided labor, equipment or materials to any of the costs associated with the invoice, show breakdown of your actual expenses. If invoice for a new or revised management plan, include a copy. You can use the Cost Accounting Worksheet as shown on page 52 or some similar method. If invoice is for a new or revised management plan, include a copy of the plan
 10. Send invoice package as per 9 above to the local CAL FIRE unit with which you have the agreement in order to get an inspection.
11. DO NOT PUT ANYTHING IN THE BOX ON THE RIGHT SIDE OF THE FORM WHICH STATES: **For CAL FIRE Use Only.**

****failure to use the exact Grantee will result in your invoice being denied at the State Controller's Office (SCO)***

EXAMPLE A: You have a contract that includes 20 acres of site preparation, 20 acres of trees and planting and 20 acres of follow-up. Your contract allows for Site Preparation at \$300/acre, planting at \$200/acre and follow-up for \$150/acre. Your reimbursement rate is 75%.

You have completed 10 acres of site preparation on 10/16/04 which totaled \$2700.00, 8 acres of planting on 2/10/05 costing \$1800.00 and 8 acres of follow-up on 6/01/05 at \$1200.00. You have done none of the work yourself.

You still have plans to finish the contract in the future so when you fill out your invoice form you check INTERIM.

Your form would look like the one on page 55.

The contract rate is 75% so you would enter ($\$5700 \times 75\% =$) \$4275.00 as your reimbursement.

EXAMPLE B: After receiving a copy of the invoice the CAL FIRE Forestry Assistance Specialist (FAS) inspects the area and determines that the site preparation, planting and follow-up activities have been done and agrees with the acreage calculations. However, the contract only allows \$200 per acre for planting costs. So CAL FIRE would only be able to approve costs totaling (8 acres \times \$200 $=$) \$1600.00. The FAS would enter that amount in the cost column. The revised total would be \$5500. (see Example for FAS, page 56.)

The “TOTAL PAYABLE BY THE STATE” would be based on the revised total or \$4125.00. The FAS signs the invoice and sends it in for payment.

CFIP INVOICE #1 EXAMPLE A

Make Warrant Payable to:

John Landowner

04-CCR-HUM-09

(Use exact names and address
as on CFIP Agreement)

PO Box 1

CFIP Project #

Anytown, CA 95555

8CA03999

State Contract #

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☒ OR final ☐ payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700		
Trees and Planting	2/10/05	8	1800		
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200		
Release					
Land Conservation					
Wildlife/Fisheries					
Projects					
Other					
TOTAL		26	5700		
Of the above, \$ <u>0</u> is for my own labor.				Cost share rate: %	
COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.				TOTAL PAYABLE BY THE STATE:	
The State's share should be \$ <u>4275</u>				\$ xxxxxxxxxxxxxxxxxxxx	
Participant Sign Here: _____ Date: _____				Approved by: CAL FIRE sign here	
				Approved by: CAL FIRE sign here	
				CalStars Coding: -9520-418.99-06116-	
				Vendor Identification Number:	

CFIP INVOICE #1 EXAMPLE B For FAS

Make Warrant Payable to: John Landowner 04-CCR-HUM-09
 (Use exact names and address PO Box 1 CFIP Project #
 as on CFIP Agreement) Anytown, CA 95555 8CA03999
State Contract #

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☒ OR final ☐ payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700	10	2700
Trees and Planting	2/10/05	8	1800	8	1600
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200	8	1200
Release					
Land Conservation					
Wildlife/Fisheries					
Projects					
Other					
TOTAL		26	5700		5500

\$200 /ac

Of the above, \$ 0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be \$ 4275

Cost share rate: 75%

TOTAL PAYABLE BY THE STATE:

\$ 4125

Approved by: CAL FIRE sign here

Approved by: CAL FIRE sign here

CalStars Coding:
-9520-418.99-06116-

Vendor Identification Number:

Participant Sign Here:

Date:

CFIP INVOICE (form available electronically)

Make Warrant Payable to Grantee:	_____	CFIP Project #
Use exact names (Grantee)	_____	
as listed on CFIP Agreement	_____	8CA
& Payee Data Record	_____	State Contract #

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☐ OR final ☐ payment for the following expenses incurred (check "final" only if this is the last invoice for contract):

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	ELIGIBLE COSTS*
Management Plan/Addendum	_____	_____	_____	_____	_____
RPF Supervision	_____	_____	_____	_____	_____
Site Preparation	_____	_____	_____	_____	_____
Trees and Planting	_____	_____	_____	_____	_____
Tree Shelters	_____	_____	_____	_____	_____
Thinning	_____	_____	_____	_____	_____
Pruning	_____	_____	_____	_____	_____
Follow-up	_____	_____	_____	_____	_____
Release	_____	_____	_____	_____	_____
Land Conservation	_____	_____	_____	_____	_____
Wildlife/Fisheries	_____	_____	_____	_____	_____
Projects	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

Of the above, \$ _____ is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be \$ _____

Participant Sign Here: _____

Date: _____

To request a review of the work completed to date, contact our local CAL FIRE FAS. After a satisfactory review, submit this invoice for payment to CAL FIRE.

Cost share rate: _____ %

TOTAL PAYABLE BY THE STATE:

\$ _____

Approved by: CAL FIRE FAS sign here & date

* Eligible costs are total actual or contract costs, whichever are lower.

Approved by: CAL FIRE sign here

-9520-418.99-

Vendor Identification Number: _____

(This form is supplied for your convenience in accounting for CFIP expenditures. An Excel version is available on the CFIP website. If not used, some other method of accounting for CFIP expenditures will be required)

CFIP
Project: _____

EQUIPMENT						LABOR					
Practice*	Equipment Used	Date Worked Month / Day	Hours Worked	Rate Per Hour	TOTAL	Practice*	Date Worked Month / Day	Labor Hours Worked	Labor Rate Per Hour	TOTAL	
				TOTAL						TOTAL	

MATERIALS AND SUPPLIES						CONTRACTS				
Practice*	Material Used	Date Purchased	Quantity	Rate	TOTAL	Practice*	Vendor	Kind of Work	Rate	TOTAL
				TOTAL					TOTAL	

EQUIPMENT: _____
LABOR: _____
MATERIALS: _____
CONTRACTS: _____
TOTAL: _____

* Breakdown per practice as shown in Exhibit B of CFIP Agreement.

WHO TO CONTACT

Contact a Cal Fire Forestry Assistance Specialist (FAS) in Your Area

<u>County</u>	<u>FAS</u>	<u>Phone Number</u>	<u>Address, City, Zip Code</u>
Alameda	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
Alpine	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Amador	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Butte	Dave Derby	(530) 872-6334	6640 Steiffer Road, Magalia, CA 95954
Calaveras	Zsolt Katay	(209) 443-4017	785 Mountain Ranch Rd, San Andreas, CA 95249
Colusa	Dawn Pederson	(530) 528-5199	604 Antelope Blvd, Red Bluff, CA 96060
Contra Costa	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
Del Norte	James Robbins	(916) 224-8761	118 Fortuna Blvd, Fortuna, CA 95540
El Dorado	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Fresno	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Glenn	Brook Darley	(530) 224-2438	6105 Airport Road, Redding, CA 96002
Humboldt	James Robbins	(916) 224-8761	118 Fortuna Blvd, Fortuna, CA 95540
Imperial	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Inyo	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Kern	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Kings	Guy Anderson	(559) 493 4307	1234 E. Shaw Ave, Fresno Ca 93710
Lake	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Lassen	Ivan Houser	(530) 257-8503	697-345 Highway 36, Susanville, CA, 96130
Los Angeles	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Madera	Zsolt Katay	(209) 443-4017	785 Mountain Ranch Rd, San Andreas, CA 95249
Marin	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Mariposa	Zsolt Katay	(209) 443-4017	785 Mountain Ranch Rd, San Andreas, CA 95249
Mendocino	James Robbins	(916) 224-8761	118 Fortuna Blvd, Fortuna, CA 95540
Merced	Guy Anderson	(559) 243-4109	1234 E Shaw Ave, Fresno, CA 93710
Modoc	Don Schroeder	(530) 294-5110	697-345 Highway 36, Susanville, CA, 96130
Mono	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Monterey	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Napa	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401

Nevada	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Orange	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Placer	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Plumas	Al Klem	(530) 283-1792	171 Lawrence Street, Quincy, CA 95971
Riverside	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Sacramento	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
San Benito	Jonathan Pangburn Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
San Bernardino	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
San Diego	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
San Francisco	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
San Joaquin	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
San Luis Obispo	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
San Mateo	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Santa Barbara	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Santa Clara	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
Santa Cruz	Scott Bullock	(831)335-6741	P.O. Drawer F-2, Felton, CA 95018
Shasta	Brook Darley	(530) 224-2438	6105 Airport Road, Redding, CA 96002
Sierra	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Siskiyou	Damon Denman	(530) 842-3516	1809 Fairlane Road, Yreka, CA 96097
Solano	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Sonoma	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Stanislaus	Topher Henderson	(559) 977-3560	15607 Monterey Street, Morgan Hill, CA 95037
Sutter	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Tahoe Basin	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Tehama	Brook Darley	(530) 224-1420	6105 Airport Road, Redding, CA 96002
Trinity East	Brook Darley	(530) 224-1420	6105 Airport Road, Redding, CA 96002
Trinity West	James Robbins	(916) 224-8761	118 Fortuna Blvd, Fortuna, CA 95540
Tulare	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Tuolumne	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Ventura	Guy Anderson	(559) 243-4109	1234 E. Shaw Ave, Fresno Ca 93710
Yolo	Meghan Reeves	(707) 888-7331	135 Ridgway Avenue, Santa Rosa, CA 95401
Yuba	Mary Huggins	(916) 718-6258	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150

CFIP RPF CHECKLIST

CFIP Project Number: _____

State Contract Number: _____

Supervision is a category to help landowners pay for the services of a consulting forester from project beginning to end. The objective is to improve the quality of the projects and to promptly complete projects. Supervision will involve forestry services of a Registered Professional Forester. The Project Description will list the specific responsibilities the RPF is engaged to provide. To satisfy this requirement, the RPF must complete this form. Responsibilities noted with an * are optional, all others required. RPF to check "Accept Responsibility" spaces provided as appropriate. Also complete this form, checking the appropriate boxes for "Items Completed" and include with CFIP Invoice, RM-14, when billing for supervision services.

Specific Responsibilities for Registered Professional Forester Supervision (Check appropriate item)

	Accept Responsibility	Item Completed
Site Preparation		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend contractor to Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor, coordinate and recommend corrective actions to contractor.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect project during and after work completed.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection required additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation	<input type="checkbox"/>	<input type="checkbox"/>
Tree and Planting		
1. Implement project description	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend appropriate nursery, transportation system for delivery & Storage	<input type="checkbox"/>	<input type="checkbox"/>
3. Order stock or negotiate with contract nursery for stock.	<input type="checkbox"/>	<input type="checkbox"/>
4. Recommend tree planting contractor.	<input type="checkbox"/>	<input type="checkbox"/>
5. Coordinate, monitor and recommend corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
6. Field inspect during and after planting.	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
8. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
9. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
10. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Tree Shelters		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend specific tasks upon planting and for the next growing season.	<input type="checkbox"/>	<input type="checkbox"/>
3. Recommend a contractor, coordinate, monitor and recommend corrective action to follow-up	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>

	Accept Responsibility	Item Completed
Pre-Commercial Thinning		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Pruning		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Release		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Land Conservation		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife/Fisheries		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the above checked items ☐ will be or ☐ have been completed.

RPF Name, Printed

Signature

RPF Number

Date

ADDENDUMS

Addendum A

RESCISSION OF LAND USE ADDENDUM

When Recorded Return to:

CALIFORNIA DEPARTMENT OF FORESTRY
AND FIRE PROTECTION
Resource Management
Attn: CFIP Coordinator, Room 1516-22
P.O. Box 944246
Sacramento, CA 94244-2460

RESCISSION OF LAND USE ADDENDUM

The previously recorded Land Use Addendum for California Forest Improvement Program Agreement Project Number _____ dated _____ between the Participant, _____, and the State of California, Department of Forestry and Fire Protection, as recorded in book _____, page _____, dated _____, record number _____, is hereby rescinded. This rescission applies to lands described as below:

Signature: _____ Dated: _____.

Printed name, title: _____
Agent for the State of California, Department of Forestry and Fire Protection

Addendum B

California Cooperative Forest Management Plan

(Form available electronically)

Property Name: _____

Property Location Address: _____

Owner Name (s): _____

Plan Author:

Signature: _____

Phone: _____

RPF#: _____

This management plan outlines the conditions and capability of property resources, documents the landowner's objectives and decisions and identifies potential resource improvement projects. It is meant to be a flexible and educational document that considers a planning horizon of at least 5 years but may include objectives that require a much longer time period.

This management plan template meets management plan requirements for grant agreements and other provisions available through CAL FIRE, NRCS, USFS, and the American Tree Farm Association. Signature Pages are provided to document acceptance of this management plan in meeting those requirements.

This management plan is a tool for and belongs to the landowner. Signatures are only required for that entity providing funding as requested by the landowner.



SIGNATURES AND APPROVALS

This Forest Management Plan is provided as a guide to help you accomplish the objectives that you have for your forest. This Forest Management Plan will guide you in achieving the benefits of managing your forest and forest related resources. With this Forest Management Plan, you are eligible to participate in the California Department of Forestry and Fire Protections California Forest Improvement Program (CFIP), US Forest Service's Forest Stewardship Program (USFS), the American Forest Foundation's American Tree Farm System (ATFS) and The Natural Resources Conservation Service (NRCS) programs. This plan will need to be reviewed and approved by representatives for each of the programs that are providing funding.

I have reviewed this plan and approve its content.

Landowner (s)

Date

USFS Forest Stewardship Program

I certify that this Forest Management Plan meets the requirements of the federal Forest Stewardship Program.

Plan Preparer

Date

I certify that this Forest Management Plan meets the requirements of the federal Forest Stewardship Program.

Stewardship Forester

Date

Forest Stewardship Tracking Number: _____

NRCS Cost Share Programs including EQIP

I certify that this Forest Management Plan meets the requirements of the USDA-NRCS Programs and/or the Quality Criteria for forest activity plans in Section III of the USDA NRCS Field Office Technical Guide.

Technical Service Provider

Date

RPF Number

I certify that this Forest Management Plan meets the requirements of the USDA-NRCS Programs and/or the Quality Criteria for forest activity plans in Section III of the USDA NRCS Field Office Technical Guide.

District Conservationist

Date

ATFS Program

I certify that this Forest Management Plan meets the requirements of the American Forest Foundation's American Tree Farm System.

ATFS Inspecting Forester

Date

Number

Certified Tree Farm Number: (e.g. AL 1234)_____Date of ATFS Certification: _____

CAL FIRE CFIP MANAGEMENT PLAN CERTIFICATION PAGE

California Registered Professional Forester (RPF) Certification: I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards. I further certify that this plan is based upon the best available site and landowner information, and if followed, will not be detrimental to the productivity of the natural resources associated with this property.

Name _____
(Print or _____)

Signature: _____ **date** _____

Organization/Company: _____

Address: _____

Phone: _____ **RPF** _____

CAL FIRE Unit Certification: I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards.

Name (Print or type): _____ **RPF** _____

Signature: _____ **date** _____

California Department of Forestry and Fire Protection

Unit: _____

Address: _____

CAL FIRE STATE OR REGION CFIP COORDINATOR: I certify that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards.

Name (Print or type): _____ **RPF** _____

Signature: _____ **date** _____

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This Multi-Agency Cooperative Forest Management Plan was developed for use in California by CAL FIRE, the US Forest Service and Natural Resources Conservation Service using information from a national joint Forest Stewardship, American Tree Farm System, NRCS Planning Process and the California Forest Improvement Act.

Landowner Information

Landowner(s): _____

Mailing:

Phone: _____

E-Mail: _____

Landowner's Representative (if applicable): _____

RPF# (if applicable): _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Management Plan History

Does a Management Plan exist for this property?: Yes _____ No _____

If Yes:

Type of Plan: (CFIP, EQIP, NTMP, FSP, CAP, Other): _____

Date of Original Plan Completion: _____

Revision Dates: _____

NOTE: Past Plans and Current Amendments are appended to this Document.

PROPERTY DESCRIPTION

Legal Property Description: _____

Nearest city or Town: _____

County: _____

Assessor's Parcel Number: _____

GPS Coordinates: _____

Total ownership acreage: _____

Total forested acreage: _____

Does Landowner reside on the property?: Yes _____ No _____

Describe the overall topography including slope, aspect and elevation:

Estimate percent of total acreage that is:

Simple topography (few ravines and changes of aspect) _____ %

Percent of Land: Flat (<5% grade) _____ Gentle (< 20% grade) _____ Steep (> 35% grade) _____

Transportation System:

Vehicle Access (check): _____ Excellent (80% accessible) _____ Good (at least 50%)

_____ Fair (at least 25%) _____ Poor (less than 10%)

Estimated improved road length (rock surface): _____

Estimated unimproved road length: _____

Watershed Information:

CALWATER 2.2 planning watershed: _____ Acres within this watershed: _____

Is there a 303d listing on watershed?: _____ what are the factors?: _____

Tract and Farm number (if suitable): _____

NOTE: Use as much space as needed to answer the remainder of this document

PROPERTY HISTORY

- ☐ This section is based on personal knowledge from landowner, neighbors and others, property records, and local information sources as well as evidence seen on the ground; stumps, skid trails, etc.
- ☐ Discuss past management history including past timber harvests (include THP # after 1970s), conservation practices (include those completed under public incentive agreements) and catastrophic events.

CURRENT PROPERTY CONDITIONS

Property Infrastructure

- ☐ **Discuss existing improvements (including dwellings, roads and access, outbuildings, fencing, water improvements, wells, power lines, etc).**
- ☐ **Note property security measures including trespass and fire protection.**

Forest Infrastructure

- ☐ **Discuss overall forest structure, percent of productive forest soils, regeneration levels and current silvicultural practices.**
- ☐ **Note current conservation practices for plant, water, wildlife and air resources as well as insect and /or disease problems.**
- ☐ **Discuss current recreational uses, and aesthetic values.**
- ☐ **Discuss current markets.**

Roads

- ☐ **Assess and map roads system and major trails; depict stream crossings and/or culvert conditions and needed drainage improvements. Are they sized for 100 year storm events?**
- ☐ **Describe conservation practices for general maintenance, erosion reduction, road surface condition and Runoff, drainage-dips, culverts, stream crossings, weed control, and time-of-year use.**

Access and Security

- ☐ **Are property boundaries identified including fences, gates, and boundary/corner markers?**
- ☐ **Are unwanted trespass activities known?**

Recreation

- ☐ **Describe and plan for recreational opportunities and identify supporting resources.**

Invasive Species

- ☐ **Discuss invasive species found and designed eradication measures.**

Climate Considerations and Carbon Sequestration

- ☐ **Discuss practices for the possibility of implementing carbon sequestration activities.**

Adjacent Ownership Concerns

- ☐ **Review aesthetic quality, wildfire, privacy, wildlife movement and habitat, noxious weeds, and other concerns and how the property management interacts with neighboring properties.**

Economic Sustainability

- ☐ **Discuss the value of a business plan and potential resource development.**
- ☐ **Discuss tax liability and opportunities.**

Soil Description, Site Description and Protection Measures (Include a soil map)

- ☐ Describe soil types, site class, potential growth/acre/year, erosion hazard ratings, equipment limitations, known geological hazards and landslides.
- ☐ Append the soil description and, if available, the ecological site description (ESD).
- ☐ Discuss conservation practices for steep slopes, woody debris retention, nutrient cycling, vehicle travel, soil compaction, flood runoff, and livestock issues.

Streams, Wetlands, and Ponds

- ☐ Describe water resources present including streams, wetlands, ponds, etc and their FPA classifications, and note their 303(d) status and/or aquatic based T&E species concerns.
- ☐ Discuss conservation practices for riparian habitat, wetlands, fish and wildlife concerns, endangered species protection, road crossings, and water protection zones.

Air Resources

- ☐ Discuss smoke management issues with prescribe fire or pile burning and unwanted biomass removal alternatives
- ☐ Note the climate values of this forest with climate amelioration and carbon sequestration.

Fish & Aquatic Species

- ☐ Identify fish streams and note streams with anadromous fish or listed fish species as well as other significant aquatic species using the water resources and riparian area(s)
- ☐ Describe general condition of the fish habitat including large wood, pools, riparian cover, migration barriers and current or desired buffer widths.
- ☐ Describe potential habitat improvements.

Upland Wildlife

- ☐ Identify bird and animal species observed or known to be present
- ☐ Describe general condition of habitat and the habitat elements such as den sites, snag retention, downed wood, migration corridors and water sources.
- ☐ Describe potential habitat improvements such as access, nest boxes, hunting, water development, and domestic animal control.

List State and Federal threatened or endangered species - plants or animals

- ☐ Discuss T&E species observed or known and provide the results of the California Department of Fish and Game NDDB and BIOS information sites for three miles of the property.

LANDOWNER MANAGEMENT OBJECTIVES

Silvics (growing and tending of forests)

Desired Forest Condition:

Pest/Fire

Fire protection objectives.

Forest Health objectives including insects and disease

Invasive species, plant and animal, concerns

Trespass concerns.

Wildlife

Desired species habitat improvement:

Additional Objectives For:

Livestock:

Aesthetics:

Income:

Family Legacy:

Other:

MANAGEMENT PLAN IMPLEMENTATION

Constraints and Proposed Alternatives

- ☐ Discuss the desired alternative and have a cost/benefit analysis of property improvement investments and a no action alternative.
- ☐ If Forest Vegetation Simulation (FVS) or CRPTOS is executed, the generated results of the alternative selection should be appended to help document the alternative decision.

Silvics (Desired Forest Condition: Reforestation and Afforestation)

- ☐ Describe desired areas for regeneration practices with specifications for natural seedling recruitment, site preparation, planting and/or follow-up.
- ☐ Forest Stand Improvement
- ☐ Describe the area to be improved and the practice specifications for thinning and /or pruning.

Pests

- ☐ Problems and Protection from Pests
- ☐ Note known and/or potential insects, diseases, animals, weeds, and invasive species on property.
- ☐ Discuss prevention guidelines including how to inventory, control, and monitor infestations.
- ☐ Describe the range of integrated pest management tools, including mechanical, physical, biological, cultural or chemical management.

Fire Protection

- ☐ Discuss fire protection practices for mechanical, hand work, herbicide application and/or broadcast burning for stand/habitat improvement, fuel reduction and fire-wise safety.
- ☐ Describe and discuss local fire history, potential sources of fire ignition, fuel hazards, and infrastructure for protection including access and evacuation routes.
- ☐ Discuss the values of shaded fuel breaks, fuel breaks in strategic locations, and potential to connect with neighbors or a community effort.

Trespass concerns.

Wildlife

- ☐ Desired species habitat improvement:

Additional Objectives For:

Livestock:

Aesthetics:

Income:

Family Legacy:

Recreation:

Other:

FOREST MANAGEMENT UNIT INFORMATION:

Add as many pages of this section as there are management units designed for the ownership

For each forest management unit, write management objectives and a brief description of the management unit and its condition. Further detailed inventory/plot data can be included if desired. FVS or CRPTO forest modeling outputs can be appended to each unit description.

Name or Unit # _____ **Acres** _____

Location (describe and map id): _____

Objectives:

Describe type of silvicultural treatment including pre/post harvest activities and slash management.

Description:

Stand history, age and desired rotation cycle:

Tree species present, forest type and/or ecological site description (ESD):

Site index, soil type, elevation, slope:

DBH/size class, basal area, trees/acre, stocking, growth/yield potential:

Regeneration and stand improvement needs:

Riparian, meadows, aquatic habitat, stream and other watercourses:

Understory, downed woody debris, snags, wildlife habitat:

Erosion concerns, domestic uses and other conservation issues:

Unit Management Resource Concerns and Recommendations

MANAGEMENT ACTIVITY DECISIONS, SCHEDULE AND TRACKING

(Copy additional pages if needed)

[illegible]

PLANNED MANAGEMENT ACTIVITIES AND REQUIRED PERMITS

Management recommendations:

Include discussion of project specifications, priorities, feasibility and alternatives as well as a project map and a schedule of proposed activities covering at least five years. Identify which management unit/stand you are describing for your activities. If a subset of the stand is being treated, the area can be described and/or identified on a project map. Design an orderly timeline using the Management Activity and Tracking Form below.

If /once a conservation project is selected, the site specific environmental/cultural (CEQA/NEPA) documentation will need to be completed with the schedule of activities, project map and project specifications.

Harvest Documents:

Most commercial biomass removal activities need a CAL FIRE permit. Identify needed or current Cal Fire THP, NTMP and/or Categorical Exclusion for proposed management activities.

Identify other agency permits necessary for proposed activities related to harvesting activities.

Conservation Project Permits:

Identify a list of permits for which may be need for specific conservation practices.

Water Quality Best Management Practices or Agency Waiver

Note there may be permit requirements for dust control, water pickups, ponds, road maintenance, crossing replacements depending on property location in the State.

Monitoring

Discuss both proactive and required monitoring for regulatory compliance.

California Environmental Quality Act and National Environmental Protection Act information

Forest management activities including conservation practices may impact special environmental and/or cultural values. These values are often kept private for protection. Landowners need to know where they are and what they can do to protect them. When a project is proposed and a permit and/or government assistance is part of the project, environmental and cultural reviews by concerned agencies are necessary. Conservation projects using public incentives will require the following environmental and archaeological documentation and **WILL BE ADDED AS AN ADDENDUM**.

Environmental

- ☐ **Map the location of known geological, biological or ecological values sites. See Sections above.**
- ☐ **With any project a signed CAL FIRE CFIP Environmental Checklist (CEQA) or NRCS CPA-52 (NEPA). Checklist must be filled out by an RPF or certified planner.**

Archaeology

- ☐ **On a map note the location of known archeological, cultural, or historical sites and with it, attach existing record checks or surveys in a separate addendum entitled Confidential Archaeological Report.**
- ☐ **With any project, an Archaeological Report must be requested by an RPF or Archaeologist.**

ADDITIONAL PROFESSIONAL ASSISTANCE

Management Recommendations and Assistance for other lands or non-forested areas

List agencies and individuals that owner has or may consult for special sites, threatened and endangered species, desired species, livestock specialists, Native American cultural values, etc.

Community/Agency Cooperation Mechanisms

List agencies and NGOs such as the local office of CAL FIRE, NRCS, the local RCD, Fire-safe Council, and etc with current contact names and numbers the owner can contact for guidance and help.

PROPERTY AND PLAN MAPS

The map(s) shall contain the following elements as a minimum:

- On a recent USGS Topographical or GIS map include property and management unit boundaries at a scale of 4 inches = 1 mile (1 inch = 1320 feet minimum).
- Title, north arrow, scale, legend (including road layout, water resources, infrastructure identification, timber land, other land uses, unit boundaries, and etc as necessary to show activities).

Maps Required:

1. **Property Location Map:** Delineate property boundaries, access roads, nearest town or well known land mark.
2. **Parcel Map** including property boundaries, road layout, water resources, infrastructure identification,
3. **Management Unit map** showing location of forest type and management unit boundaries.
4. **Soil Types Map:** Show name and location of soil types present. Soil maps are available from NRCS Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>, or from your local NRCS office.
5. **Water Resources Map:** Show name, location and classification of streams and other water resources.
6. **Road Assessment Map:** Show locations of roads and major skid trails. Indicate map points where projects such as road rehabilitation and culvert replacement are proposed
7. **Project Map:** Show location of proposed management activities
8. **Other maps:** As needed, other areas, including threatened and endangered species and archeological sites may be noted on a separate, confidential map.

Aerial Photos may be used in addition to the Main Management Plan Map.

Appendix 1

Selected Standards and Specifications

Appendix 2

Tax and Business Management

This section includes a series of statements related to tax and business management that should be included in plans.

Property tax – The forest management plan should document the current tax status of the property. Your state might have specific property tax programs that you may be eligible to participate in. Please be aware of the program rules and regulations.

Income tax – Include a statement that timber harvest and other revenue generating activities generally produce a federal and state income tax liability. Tax credits may be available for some management activities.

Estate tax – Include a statement that good estate planning can help to lessen tax liability when passing land to heirs and that landowners should seek good planning and tax advice.

Record keeping – Include a statement that good record keeping can help landowners manage their assets; increase their revenues; and minimize their tax liability.

Land Use – Document the land use classifications of the property from the county land use plan.

Appendix 3

Past Plans, Amendments and Updates

Appendix 4

Confidential Addendums

Appendix 5

Supporting data and modeling outputs. References

Addendum C **FORMAT FOR CFIP MINI-MANAGEMENT PLANS**

I. LANDOWNER

NAME:

ADDRESS:

PHONE(Home):

BUSINESS:

FAX:

II. LOCATION

A. COUNTY:

B. ASSESSOR'S PARCEL #

C. LEGAL DESCRIPTION:

D. GENERAL AREA
LOCATION:

E. QUAD MAPS ON WHICH
PROPERTY IS LOCATED:

III. FORESTLAND CONDITIONS

OWNERSHIP SIZE:

ACRES OF FORESTLAND:

A. LAND USE HISTORY

B. PRESENT LAND USE:

C. VEGETATION TYPE
DESCRIPTION:

E. TIMBER STAND
DESCRIPTION (Basal
area, vigor, site/age class,
growth potential
rehabilitation possibilities,
current silviculture
practice):

F. SOILS (Series and discussion,
slope, exposure, elevation,)

G. DESCRIBE PROPERTY BOUNDARIES AND CORNERS
(Flagging colors, corner location, availability of survey
notes)

H. TRANSPORTATION SYSTEM (Including location to
drainages, condition, drainage structures, maintenance
requirements, etc.)

- IV. **LANDOWNERS PERSONAL MANAGEMENT OBJECTIVES as well as Land Use Alternatives**
- V. **FUTURE HARVEST PLANS, MARKET CONDITIONS/LOCATIONS, AND BRIEF ECONOMIC ASSESSMENT**
- VI. **FIRE PROTECTION PLANS**
- VII. **INSECT AND DISEASE PROBLEMS**
- VIII **SECURITY CONCERNS**
- IX. **RECREATION POTENTIAL, PROJECTS**
- X. **AESTHETIC CONSIDERATIONS, IMPACTS**
- XI. **ARCHAEOLOGICAL, HISTORICAL, CULTURAL CONSIDERATIONS**
- XII. **COMMUNITY/AGENCY COOPERATION MECHANISMS**
- XIII **FORESTRY ASSISTANCE MANAGEMENT RECOMMENDATIONS**
- XIV. **WETLANDS**

XV. CARBON CYCLE & CLIMATE CHANGE

XVI. FOREST RESOURCE IMPROVEMENT NEEDS/POTENTIAL PROJECT DESCRIPTIONS

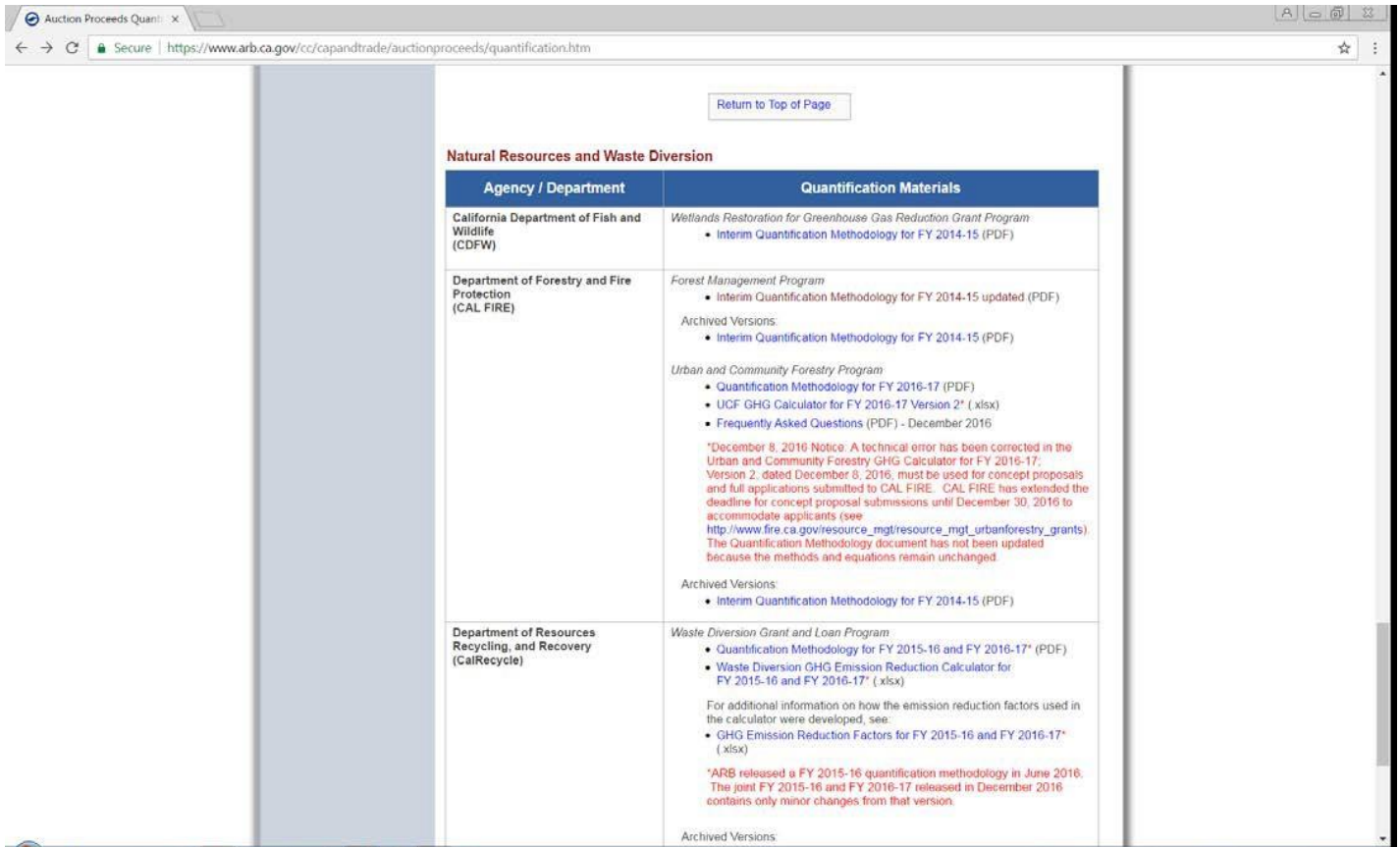
- A. SITE PREP
- B. TREE PLANTING
- C. TREE SHELTERS
- D. PRE-COMMERCIAL THINNING/CLEAN and RELEASE
- E. PRUNING
- F. FOLLOW-UP
- G. RELEASE
- H. LAND CONSERVATION MEASURES
- I. FISH and WILDLIFE IMPROVEMENTS

Attach maps that refer to information included in the Management Plan as an Exhibit or Attachment at the back of the plan. Maps will include a USGS quadrangle map at a minimum scale of 4 inches = 1 mile that identifies the ownership as well as the location of proposed project, roads, water courses, and all other pertinent information that will help with property management issues.

Addendum D

California Air Resources Board Greenhouse Gas Quantification Methodology for the Department of Forestry and Fire Protection Forest Health Program

Location of weblink for Quantification Methodology



Return to Top of Page

Natural Resources and Waste Diversion	
Agency / Department	Quantification Materials
California Department of Fish and Wildlife (CDFW)	<i>Wetlands Restoration for Greenhouse Gas Reduction Grant Program</i> <ul style="list-style-type: none">Interim Quantification Methodology for FY 2014-15 (PDF)
Department of Forestry and Fire Protection (CAL FIRE)	<i>Forest Management Program</i> <ul style="list-style-type: none">Interim Quantification Methodology for FY 2014-15 updated (PDF) <p>Archived Versions:</p> <ul style="list-style-type: none">Interim Quantification Methodology for FY 2014-15 (PDF) <i>Urban and Community Forestry Program</i> <ul style="list-style-type: none">Quantification Methodology for FY 2016-17 (PDF)UCF GHG Calculator for FY 2016-17 Version 2* (xlsx)Frequently Asked Questions (PDF) - December 2016 <p>*December 8, 2016 Notice: A technical error has been corrected in the Urban and Community Forestry GHG Calculator for FY 2016-17; Version 2, dated December 8, 2016, must be used for concept proposals and full applications submitted to CAL FIRE. CAL FIRE has extended the deadline for concept proposal submissions until December 30, 2016 to accommodate applicants (see http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry_grants). The Quantification Methodology document has not been updated because the methods and equations remain unchanged.</p> <p>Archived Versions:</p> <ul style="list-style-type: none">Interim Quantification Methodology for FY 2014-15 (PDF)
Department of Resources Recycling, and Recovery (CalRecycle)	<i>Waste Diversion Grant and Loan Program</i> <ul style="list-style-type: none">Quantification Methodology for FY 2015-16 and FY 2016-17* (PDF)Waste Diversion GHG Emission Reduction Calculator for FY 2015-16 and FY 2016-17* (xlsx) <p>For additional information on how the emission reduction factors used in the calculator were developed, see:</p> <ul style="list-style-type: none">GHG Emission Reduction Factors for FY 2015-16 and FY 2016-17* (xlsx) <p>*ARB released a FY 2015-16 quantification methodology in June 2016. The joint FY 2015-16 and FY 2016-17 released in December 2016 contains only minor changes from that version.</p> <p>Archived Versions:</p>

Addendum E

Priority Ranking

Priority ranking is a mandated process established under the California Code of Regulations Title 14, Department of Forestry, Chapter 9.5, item 1533.

All project applications will be subject to ranking following the Priority Ranking Table. Applications will be approved in order of priority. There is no minimum score, however higher scoring applications will receive priority for funds when funding requests are greater than funding available. Project applications will be accepted on an ongoing basis.

Priority Ranking Table

Date Application Received_____ CFIP#_____

Date Application Filed_____ Forester_____

Maximum Contract Cost_____

Factor	Priority
1. Site Productivity	
Site I	10
Site II	8
Site III	6
Site IV	4
Site V	1
2. Proposed project cost as a percentage of maximum prevailing cost of project	
Less than 50%	5
51%-60%	4
61-70%	3
71-80%	2
81-90%	1
3. Management plan as percentage of total project cost	
10% or Less	5
11-20%	3
21 or greater	1
4. Zoning of Project Area	

Timberland Production Zone	5
Open Space General (20 acre minimum)	3
Other	1
5. Project area timberland substantially damaged by fire, insects, disease or other natural causes within 36 months	5
6. Percent of the cost that will be devoted to forest land conservation practices or fish and wildlife habitat improvement practices	
10% plus	5
5-10%	3
1-5%	1
7. The landowner owns less than 500 acres (202.350 ha) of forest land in California	5
8. The landowner agrees to offer recreational opportunities for the public	1
9. A small business will carry out the project	1
10.The project involves follow-up work that is necessary to protect investments of a previous project	1
11.The project is located in a county of high employment	3
12.The project offers relatively more employment opportunities	1
13.The project will be carried out by persons living in the county or in a county adjacent to the county where the project will take place.	1
Project Ranking Score	